

# City of Monticello, Iowa

[www.ci.monticello.ia.us](http://www.ci.monticello.ia.us)

Posted on March 16, 2017 at 8:00 a.m.

**Monticello City Council Regular Meeting March 20, 2017 @ 6:00 p.m.**

**Monticello Renaissance Center, 220 E. 1<sup>st</sup> Street, Monticello, Iowa**

<b>Mayor:</b>	Dena Himes	<b>City Administrator:</b>	Doug Herman
<b>City Council:</b>		<b>Staff:</b>	
<b>At Large:</b>	Dave Goedken	<b>City Clerk/Treas.:</b>	Sally Hinrichsen
<b>At Large:</b>	Brian Wolken, Mayor Pro Tem	<b>Public Works Dir.:</b>	Brant LaGrange
<b>Ward #1:</b>	Rob Paulson	<b>City Engineer:</b>	Patrick Schwickerath
<b>Ward #2:</b>	Johnny Russ	<b>Police Chief:</b>	Britt Smith
<b>Ward #3:</b>	Chris Lux	<b>Ambulance Dir.:</b>	C.J. Johnson
<b>Ward #4:</b>	Tom Yeoman		

## **- Call to Order – 6:00 P.M.**

- Pledge of Allegiance
- Roll Call
- Agenda Addition/Agenda Approval

**Open Forum:** If you wish to address the City Council on subjects pertaining to today's meeting agenda please wait until that item on the agenda is reached. If you wish to address the City Council on an item not on the agenda, please approach the lectern and give your name and address for the public record before discussing your item.

**Consent Agenda** (These are routine items and will be enacted by one motion without separate discussion unless someone requests an item removed to be considered separately.)

<b>Approval</b> of Council Mtg. Minutes	March	06, 2017
<b>Approval</b> of Payroll	March	16, 2017
<b>Approval</b> of Bill List		
<b>Approval</b> of Treasurer's Report, January, 2017		
<b>Approval</b> of Treasurer's Report, February, 2017		
<b>Approval</b> of Monticello Fire Department Roster		

## **Motions:**

1. **Motion** to approve invoices related to Tami Bartram party.  
(Baked \$256.80 +/- Express \$120.00 +/- and Fareway \$39.01)

**Public Hearing:** None

## **Resolutions:**

2. **Resolution** to schedule Public Hearing on Re-Zoning of Intlekofer Properties located at: SE Corner of Washington and S. Cedar Street from C-1 to R-2; 322 W 4<sup>th</sup> Street from R-1 to R-2; 525 S. Maple Street from R-1 to R-2.
3. **Resolution** to schedule Public Hearing on Re-Zoning of Kraus property located at 410 E. Oak Street, Monticello, from R-1 to C-1.
4. **Resolution** to approve Plat of Survey to Parcels 2017-10 and 2017-11, located within the two-mile jurisdiction of Monticello.

5. **Resolution** to schedule Public Hearing on Re-Zoning of numerous parcels of property located within the City of Monticello, as identified within Addendum "A" to this agenda, that are incorrectly zoned or incorrectly classified by the City of Monticello official zoning map.
6. **Resolution** to preliminarily approve Development Agreement between the City of Monticello and the Menasha Corporation, a/k/a Orbis, and to set a Public Hearing on the proposed agreement.
7. **Resolution** to take initial steps/action to add Orbis property to existing Urban Renewal Area/TIF District or to create new Urban Renewal Area/TIF District for property.
8. **Resolution** to approve proposed site plan for Oak Street Condos.
9. **Resolution** to approve Voluntary Annexation Agreement between City of Monticello and Yousse.
10. **Resolution** to approve Storm Water Cost Share Agreement between Behrends and City of Monticello.
11. **Resolution** to approve Theisen's Storm Water Cost Share

**Ordinances:** None

**Reports / Potential Action:**

- Board Openings: Tree Board
- Randy Steiner Variance Approval. Council may request that Board of Adjustment reconsider the granting of a Variance to Randy Steiner. (Variance related to lack of street frontage for proposed building lot located on a private drive/easement)
- Proposed No Parking area
- Proposed Yield Signs (Discuss Yield Sign / Stop Sign placement)
- Review Alleyway Issues (Parking in ROW, Fence in ROW, One-Way suggestion)
- Review Dave Lumpa property

**Adjournment:** Pursuant to §21.4(2) of the Code of Iowa, the City has the right to amend this agenda up until 24 hours before the posted meeting time.

Regular Council Meeting  
March 6, 2017  
Community Media Center  
6:00 P.M.

Mayor Dena Himes called the meeting to order. Council present: Dave Goedken, Brian Wolken, Rob Paulson, Johnny Russ and Chris Lux. Also present were City Administrator Doug Herman, City Clerk Sally Hinrichsen, Public Works Director Brant LaGrange, City Engineer Casey Zwolinski and Police Chief Britt Smith. Council member Tom Yeoman was absent.

Paulson moved to approve the agenda, Russ seconded, roll call unanimous.

Goedken moved to approve the consent agenda, Lux seconded, roll call unanimous.

Herman reported that the Free Masons propose a Child Identification event at the Citizens State Bank Youth Development Center on May 21, 2017 from 10 am to 4 pm. During the event they would take ID photos, video, DNA swab, a tooth imprint and fingerprint records of community children. This information would be beneficial in a search for a missing child. They are hoping to have a life flight helicopter land and be on display at the City Park during the event. Goedken moved to approve the Free Masons Child Identification Program on May 21, 2017 and to donate \$200 towards the event, Paulson seconded, roll call unanimous.

Herman reported that Reese Cox and other 8<sup>th</sup> graders have planned a fundraiser dance to be held on March 25<sup>th</sup> in the Community Building to support an ill classmate and have requested the waiver of the normal rental fee. Russ moved to waive the Community Building rental fee as requested, Wolken seconded, roll call unanimous.

Herman reported that E911 Coordinator Garb Schwab had reached out to the City to discuss the fact that there were three separate road or street names in use between the swimming pool area on the north to the Ballou farm property on the south. Schwab proposed, to minimize confusion, that all properties along this stretch of road be given South Main Street addresses. He requested that the Council weigh in on his proposal before taking it to the E911 Service Board and the Jones County Board of Supervisors. Goedken wanted to make sure property owners were aware of the proposal before any change would take effect. Goedken moved to support Schwab's proposal, agreeing that it would make sense to utilize South Main Street as a consistent address, Wolken seconded, roll call unanimous.

Mayor Himes opened the public hearing on the proposed Fiscal Year 2017/2018 City of Monticello Budget. Staff received no oral or written comments. Mayor Himes closed the hearing on the Fiscal Year 2017/2018 budget. Herman reported that the proposed tax rate was \$13.86898, the same as last year, and briefly reviewed the budget. Goedken moved to approve Resolution #17-24 adopting the Annual Budget for Fiscal Year July 1, 2017 through June 30, 2018, Russ seconded, roll call unanimous.

Herman reported that the County Auditor requested that the Townships enter into an agreement with the City in regard to their annual Fire Dept. budget investment. Goedken moved to approve Resolution #17-25 Approving Fire Protection Agreements between City of Monticello and participating townships, Lux seconded, roll call unanimous.

Herman reported that Theisens had submitted an Application for Storm Water Cost Share related to a project to remedy storm water issues behind their building, between their building and the apartment building to the south. Council questioned if they could run the drainage under the sidewalk as opposed to the curb and gutter and whether or not a new, second catch basin, was necessary. LaGrange will meet with Theisens and Accent Construction to review their proposed plans and report back to Council. No action was taken.

Herman reported that there were 7 partial or total brick manholes on Main Street. LaGrange explored the replacement of the manholes prior to the Main Street rehabilitation project. Herman explained that the project costs would require the City to obtain competitive quotations and potentially competitive bids. In response to a question from Lux, Herman explained that costs would be covered by the Road Use fund. Consensus of the Council was to put together specifications and to obtain competitive quotations for the replacement of all 7 manholes.

Herman indicated that there was an opening on the Tree Board due to Russ Hodge's resignation. Russ explained that his work obligations were not allowing him to make enough meetings.

Herman reported that a Sacred Heart Youth Group proposed to paint house numbers on City Curbs in front of homes as a fundraiser, charging a pre-agreed fee to the homeowner, utilizing black and white paint. Council voiced no objections to this proposal.

Herman explained that the City received two invoices related to a party for Tami Bartram. Herman explained that he believed certain Park Board members to have arranged the party and had incurred the expenses. The expenses known to date include a \$120 invoice related to the purchase of a banner and \$256 related to cupcake and cookie purchases. Herman explained that the invoices were not on the bill list as they were received after the packet had been sent out but that he wanted to make the Council aware of the invoices as they would be on the next agenda for consideration, and as the City had not historically incurred expenses such as these. Park and Recreation Board Chairperson Kim McQuillen was in attendance. She indicated that the Park and Recreation Board never officially approved the purchases in a meeting, but that they had other discussions and decided that the purchases and expenses were an appropriate recognition of Bartram's years of service to the City, as her send off. No action was taken.

Zwolinski explained that finalization of the East South Street Reconstruction and the Airport Taxiway Improvements projects were on hold for the winter.

Zwolinski reported that the Main Street Rehabilitation project will likely be let for bid in April, starting after the fair and being completed in the fall. Herman stated that he had received 9 of the required temporary construction easements for this project with Caseys General Store being the only property owner to demand compensation for the easement. The easements were required for the City to make necessary ADA improvements to crosswalks at no expense to the property owners.

Zwolinski explained that East 1<sup>st</sup> Street Bridge final plans are due March 21<sup>st</sup> with easements to be finalized prior to that date. A small amount of tree clearing is necessary and must be

completed by March 31<sup>st</sup>. Assuming the tree removal is completed prior to March 31st, construction could begin after the fair.

Zwolinski reported that preliminary plans related to the new Ten-T Hangar have been submitted to the FAA. The project is scheduled to be let for bids and constructed in 2017.

Zwolinski reported that they are waiting on a signature on agreement with the Utility Service Group, and that once it is received a preconstruction meeting will be set, with the Water Tower repainting project to be completed by October 16, 2017.

Zwolinski explained that they continue to work on wall design plan sheets related to the 6<sup>th</sup> Street Ditch project and plan to provide draft plans and easement information on or about March 17, 2017. Herman explained that he would recommend a loan agreement with a local bank to fund this project. Hinrichsen explained that the Storm Water fund revenues total approximately \$30,000 per year.

Herman reviewed Dave Schoon's revised plan to parcel off a house and accessory building from other buildings on one existing parcel, removing another building from the same parcel. He wants to parcel off the home and accessory building from other remaining buildings. If the new parcel boundary is centered between the new parcel and the remaining buildings, each building will nearly meet the 10' setback as there is 19'8" between the buildings. Herman indicated that he and LaGrange could approve a project when the required and actual setback were within one foot of each other. Herman plans to review with the Planning and Zoning Board as well.

Herman explained that an Aerial Photographer had visited him to inquire whether or not the City would be interested in purchasing an aerial photograph of the City. No interest was expressed and no action was taken.

Herman reported that KCRG suggested the City move the camera used by KCRG to a downtown location and to upgrade the camera. Herman reported that he would investigate further. No action was taken.

Wolken moved to adjourn the Council meeting at 7:05 P.M., roll call vote unanimous.

---

Dena Himes, Mayor

---

Sally Hinrichsen, City Clerk

# PAYROLL - MARCH 16, 2017

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>AMBULANCE</b>	<b>Feb. 27 - Mar. 12, 2017</b>				
Angela Batcheler	\$ 24.00	\$ -	0.00	0.00	\$ 20.59
Carter Bronemann	95.52	-	0.00	0.00	81.86
Brian Bronemann	73.92	-	0.00	0.00	63.42
Dawn Brus	1,785.01	-	0.00	269.62	1,226.39
Ben Hein	124.80	-	0.00	0.00	107.06
David Husmann	47.52	-	0.00	0.00	40.76
Mary Intlekofer	1,785.00	-	0.00	86.25	941.45
C.J. Johnson	1,923.08	-	0.00	59.25	1,209.23
Brandon Kent	1,785.00	-	0.00	2.25	1,123.97
Matt Kunkle	258.19	-	0.00	0.00	219.50
Lori Lynch	1,785.00	-	0.00	0.00	956.74
Dave McNeill	261.76	-	0.00	0.00	221.56
Chris Sampson	1,701.00	-	0.00	0.13	1,217.65
Shelly Searles	1,551.25	-	0.00	0.00	1,209.45
Shawn Snaith	486.00	-	0.00	0.00	406.94
Brenda Surom	637.50	-	0.00	0.00	465.16
Chris Williams	81.00	-	0.00	0.00	69.50
<b>TOTAL AMBULANCE</b>	<b>\$ 14,405.55</b>	<b>\$ -</b>	<b>0.00</b>	<b>417.50</b>	<b>\$ 9,581.23</b>
<b>CEMETERY</b>	<b>Feb. 25 - Mar. 10, 2017</b>				
Dan McDonald	\$ 1,536.00	\$ -	0.00	0.00	\$ 1,075.22
<b>TOTAL CEMETERY</b>	<b>\$ 1,536.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 1,075.22</b>
<b>CITY HALL</b>	<b>Feb. 26 - Mar. 11, 2017</b>				
Cheryl Clark	\$ 1,608.00	\$ 43.99	0.00	0.00	\$ 1,022.33
Doug Herman	3,879.96	-	0.00	0.00	2,735.90
Sally Hinrichsen	2,321.74	-	0.00	0.00	1,587.64
Heather Paddock	456.00	-	0.00	0.00	314.15
Nanci Tuel	1,324.00	-	0.00	0.00	848.71
<b>TOTAL CITY HALL</b>	<b>\$ 9,589.70</b>	<b>\$ 43.99</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 6,508.73</b>
<b>COUNCIL / MAYOR</b>					
Dave Goedken	\$ 100.00	\$ -	0.00	0.00	\$ 92.60
Dena Himes	300.00	-	0.00	0.00	233.95
Chris Lux	100.00	-	0.00	0.00	92.60
Rob Paulson	100.00	-	0.00	0.00	92.35
Johnny Russ	100.00	-	0.00	0.00	92.35
Brian Wolken	100.00	-	0.00	0.00	92.60
Tom Yeoman	100.00	-	0.00	0.00	92.35
<b>TOTAL COUNCIL / MAYOR</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 788.80</b>
<b>LIBRARY</b>	<b>Feb. 27 - Mar. 12, 2017</b>				
Julie Aldrich	\$ 315.68	\$ -	0.00	0.00	\$ 264.48
Kyle Gassman	278.77	-	0.00	0.00	239.86
Heather Paddock	104.50	-	0.00	0.00	71.97
Penny Schmit	899.20	-	0.00	0.00	651.02
Madonna Thoma-Kremer	710.60	-	0.00	0.00	589.96
Michelle Turnis	1,487.83	-	0.00	0.00	915.57
<b>TOTAL LIBRARY</b>	<b>\$ 3,796.58</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,732.86</b>

# PAYROLL - MARCH 16, 2017

DEPARTMENT	GROSS PAY	OT PAY	COMP HRS. ACCRUED	COMP TOTAL	NET PAY
<b>MBC</b>	<b>Feb. 27 - Mar. 12, 2017</b>				
Tami Bartram	\$ 419.17	\$ -	0.00	0.00	\$ 328.87
Jacob Oswald	1,661.54	-	0.00	0.00	1,236.30
Heather Paddock	327.00	-	0.00	0.00	225.31
Casey Reyner	1,538.46	-	0.00	0.00	1,052.39
<b>TOTAL MBC</b>	<b>\$ 3,946.17</b>	<b>\$ -</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,842.87</b>
<b>POLICE</b>	<b>Feb. 27 - Mar. 12, 2017</b>				
Dawn Graver	\$ 2,128.56	\$ -	0.00	0.00	\$ 1,441.32
Erik Honda	1,778.04	-	1.50	4.50	1,307.30
John Klein	240.00	-	0.00	0.00	203.90
Jordan Koos	1,935.14	-	7.50	68.00	1,379.85
Britt Smith	2,372.39	-	0.00	0.00	1,696.89
Madonna Staner	1,378.40	-	0.00	0.00	1,025.25
Brian Tate	2,016.84	-	0.00	0.00	1,494.08
Robert Urbain	2,057.04	-	0.00	61.50	1,420.16
<b>TOTAL POLICE</b>	<b>\$ 13,906.41</b>	<b>\$ -</b>	<b>9.00</b>	<b>134.00</b>	<b>\$ 9,968.75</b>
<b>ROAD USE</b>	<b>Feb. 25 - Mar. 10, 2017</b>				
Billy Norton	\$ 1,593.60	\$ 57.60	0.00	0.00	\$ 987.30
Wayne Yousse	1,536.00	-	12.00	19.25	1,014.01
<b>TOTAL ROAD USE</b>	<b>\$ 3,129.60</b>	<b>\$ 57.60</b>	<b>12.00</b>	<b>19.25</b>	<b>\$ 2,001.31</b>
<b>SANITATION</b>	<b>Feb. 25 - Mar. 10, 2017</b>				
Michael Boyson	\$ 1,697.25	\$ 209.25	0.00	0.00	\$ 1,131.09
Nick Kahler	1,536.00	-	0.00	0.00	1,002.80
Chris Taylor	1,536.00	-	0.00	0.00	963.08
<b>TOTAL SANITATION</b>	<b>\$ 4,769.25</b>	<b>\$ 209.25</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 3,096.97</b>
<b>SEWER</b>	<b>Feb. 25 - Mar. 10, 2017</b>				
Tim Schultz	\$ 1,584.00	\$ -	11.25	19.13	\$ 1,074.29
Jim Tjaden	1,872.74	8.74	0.00	0.00	1,314.31
<b>TOTAL SEWER</b>	<b>\$ 3,456.74</b>	<b>\$ 8.74</b>	<b>11.25</b>	<b>19.13</b>	<b>\$ 2,388.60</b>
<b>WATER</b>	<b>Feb. 25 - Mar. 10, 2017</b>				
Brant LaGrange	\$ 1,961.54	\$ -	0.00	0.00	\$ 1,336.57
Jay Yanda	1,951.25	167.25	0.00	0.00	1,371.90
<b>TOTAL WATER</b>	<b>\$ 3,912.79</b>	<b>\$ 167.25</b>	<b>0.00</b>	<b>0.00</b>	<b>\$ 2,708.47</b>
<b>TOTAL - ALL DEPTS.</b>	<b>\$ 63,348.79</b>	<b>\$ 486.83</b>	<b>32.25</b>	<b>589.88</b>	<b>\$ 43,693.81</b>

# ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
ACCOUNTS PAYABLE CLAIMS				
-----				
	GENERAL			
	POLICE DEPARTMENT			
KONICA MINOLTA BUSINESS	PD OFFICE SUPPLIES	52.30		
KOOB AUTOMOTIVE & TOWING INC	PD VEHICLE OPERATING	163.95		
MONTICELLO COMM SCHOOL DISTRICT	PD FUEL	595.33		
MONTICELLO EXPRESS INC	PD ATV STICKERS	150.00		
TRI COUNTY PROPANE LLC	PD FUEL	99.33		
		=====		
	POLICE DEPARTMENT	1,060.91		
	CEMETERY			
IBEN CONSTRUCTION CO INC	CEMETERY GRAVE OPENINGS - FEB.	375.00		
JOHN DEERE FINANCIAL	CEMETERY EQUIP REPAIR/MAINT	17.63		
MONTICELLO COMM SCHOOL DISTRICT	CEMETERY FUEL	129.94		
TRI COUNTY PROPANE LLC	CEMETERY UTILITIES	195.89		
		=====		
	CEMETERY	718.46		
	SOLDIER'S MEMORIAL BOARD			
BRIAN KRAMER	SNOW REMOVAL	30.00		
		=====		
	SOLDIER'S MEMORIAL BOARD	30.00		
	ATTORNEY			
LEXISNEXIS	ATTORNEY RESEARCH	70.00		
		=====		
	ATTORNEY	70.00		
	CITY HALL/GENERAL BLDGS			
FAREWAY STORES #840-1	CH BUILDING SUPPLIES	24.95		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONTRACT WORK	433.20		
IOWA STATE UNIVERSITY	HOTEL MARKET ANALYSIS	975.00		
BRIAN KRAMER	SNOW REMOVAL	60.00		
DAVID B MCNEILL	CH BUILDING SUPPLIES	12.68		
MONTICELLO CARPET & INTERIORS	CH OFFICE BLINDS	516.00		
MONTICELLO EXPRESS INC	CH ADVERTISING	322.00		
POLO CUSTOM PRODUCTS	CH FRANCHISE FEE REFUND	476.23		
		=====		
	CITY HALL/GENERAL BLDGS	2,820.06		
		=====		
	GENERAL	4,699.43		

MONTICELLO BERNDEN CENTER



# ACCOUNTS PAYABLE ACTIVITY CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	PARKS			
ALLIANT ENERGY-IES	MBC UTILITIES - 114 E FIRST	52.18		
BAKER PAPER CO INC	MBC BUILDING SUPPLIES	17.90		
BLADE PEST CONTROL INC	MBC PEST CONTROL	68.00		
BOSS OFFICE SUPPLIES & SYS INC	MBC OFFICE SUPPLIES	45.54		
FAREWAY STORES #840-1	MBC BUILDING SUPPLIES	59.97		
INFRASTRUCTURE TECHNOLOGY	CH MISC CONT WK/MBC EQUIP REP	1,761.84		
LASLEY ELECTRIC LLC	MBC BUILDING SUPPLIES	111.61		
MONTICELLO COMM SCHOOL DISTRICT	MBC FUEL	25.33		
MONTICELLO EXPRESS INC	MBC ADVERTISING	122.40		
		=====		
	PARKS	2,264.77		
		=====		
	MONTICELLO BERNDEN CENTER	2,264.77		
		=====		
	FIRE			
	FIRE			
ECONO LODGE	FIRE SCHOOL LODGING	1,075.12		
GRAYBILL ELECTRONICS INC	FIRE RADIO EQUIPMENT/REPAIR	166.51		
JOHN DEERE FINANCIAL	FIRE SUPPLIES	135.73		
LAPORTE MOTOR SUPPLY	FIRE EQUIP REPAIR/MAINT	94.45		
MONTICELLO COMM SCHOOL DISTRICT	FIRE FUEL	264.58		
MUNICIPAL EMERGENCY SERVICES	FIRE HELMET FLASHLIGHTS (35)	2,450.00		
TOYNE, INC.	FIRE EQUIP REPAIR/MAINT	1,517.31		
		=====		
	FIRE	5,703.70		
		=====		
	FIRE	5,703.70		
		=====		
	AMBULANCE			
	AMBULANCE			
AIRGAS USA, LLC	AMB MEDICAL SUPPLIES	269.00		
KIECK'S CAREER APPAREL	AMB CLOTHING	49.95		
MONTICELLO COMM SCHOOL DISTRICT	AMB FUEL	455.19		
		=====		
	AMBULANCE	774.14		
		=====		
	AMBULANCE	774.14		
		=====		
	LIBRARY IMPROVEMENT			
	LIBRARY			
FAREWAY STORES #840-1	LIB/LIB IMP PROGRAMS/PROMOTION	27.75		
INFRASTRUCTURE TECHNOLOGY	LIB IMP PHONE SYSTEM	4,797.00		

# ACCOUNTS PAYABLE ACTIVITY

## CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
	LIBRARY	4,824.75		
	LIBRARY IMPROVEMENT	4,824.75		
	LIBRARY			
	LIBRARY			
BAKER & TAYLOR BOOKS	LIB BOOKS	927.49		
CULLIGAN TOTAL WATER	LIB BUILDING SUPPLIES	12.25		
FAREWAY STORES #840-1	LIB/LIB IMP PROGRAMS/PROMOTION	32.06		
JOHN DEERE FINANCIAL	LIB BUILDING SUPPLIES	3.99		
BRIAN KRAMER	SNOW REMOVAL	30.00		
MICRO MARKETING LLC	LIB BOOKS	35.58		
MONTICELLO EXPRESS INC	LIB OFFICE SUPPLIES	99.00		
PREMIER CARPET CARE	LIB CARPET CLEANING	889.20		
	LIBRARY	2,029.57		
	LIBRARY	2,029.57		
	AIRPORT			
	AIRPORT			
BIECHLER ELECTRIC, INC.	AIRPORT EQUIP REPAIR/MAINT	1,217.58		
	AIRPORT	1,217.58		
	AIRPORT	1,217.58		
	ROAD USE			
	STREETS			
BEHREND CRUSHED STONE	RU STREET MAINTENANCE SUPPLIES	275.39		
CINTAS CORPORATION	OSHA SUPPLIES	9.39		
CNH CAPITAL	RU EQUIP REPAIR/MAINT	101.80		
IOWA STATE PRISON INDUSTRIES	RU STREET MAINTENANCE SUPPLIES	372.40		
JOHN DEERE FINANCIAL	RU OSHA SUPPLIES	451.29		
LAPORTE MOTOR SUPPLY	RU SUPPLIES	121.77		
M TOWN TIRE & AUTO	RU EQUIP REPAIR/MAINT	52.00		
MONTICELLO COMM SCHOOL DISTRICT	RU FUEL	888.91		
L.L. PELLING CO	RU STREET MAINTENANCE SUPPLIES	361.25		
	STREETS	2,634.20		

# **ACCOUNTS PAYABLE ACTIVITY** **CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
		=====		
	ROAD USE	2,634.20		
	WATER			
	WATER			
BEHREND'S CRUSHED STONE	WATER SYSTEM	269.33		
CINTAS CORPORATION	OSHA SUPPLIES	9.39		
CNH CAPITAL	WATER EQUIP REPAIR/MAINT	1.90-		
HYGIENIC LABORATORY	WATER LAB TESTS	69.50		
IOWA ONE CALL	WATER/SEWER SYSTEM	16.20		
LAPORTE MOTOR SUPPLY	WATER EQUIP REPAIR/MAINT	90.05		
MONTICELLO COMM SCHOOL DISTRICT	WATER FUEL	283.40		
MONTICELLO EXPRESS INC	WATER SUPPLIES	29.98		
MUNICIPAL SUPPLY INC	SEWER BLDG REP/WATER SYSTEM	676.75		
USA BLUE BOOK	WATER LOCATOR	877.73		
WHITE HAWK PLUMBING & HEATING	WATER SYSTEM	277.60		
		=====		
	WATER	2,598.03		
		=====		
	WATER	2,598.03		
	SEWER			
	SEWER			
CINTAS CORPORATION	OSHA SUPPLIES	9.40		
FAREWAY STORES #840-1	SEWER LAB SUPPLIES	11.95		
HYGIENIC LABORATORY	LAB TESTS	1,585.00		
IOWA ONE CALL	WATER/SEWER SYSTEM	16.20		
JOHN DEERE FINANCIAL	SEWER SUPPLIES	224.82		
LAPORTE MOTOR SUPPLY	SEWER EQUIP REPAIR/MAINT	232.41		
M. TOWN TIRE & AUTO	SEWER EQUIP REPAIR/MAINT	104.00		
MONTICELLO COMM SCHOOL DISTRICT	SEWER FUEL	283.40		
MONTICELLO MACHINE SHOP INC	SEWER EQUIP REPAIR/MAINT	18.28		
MUNICIPAL SUPPLY INC	SEWER BLDG REP/WATER SYSTEM	228.00		
PIPE PRO INC	SEWER SYSTEM	6,500.00		
TRANS-IOWA EQUIPMENT, INC.	SEWER EQUIP REPAIR/MAINT	8,879.13		
TRI COUNTY PROPANE LLC	SEWER UTILITIES	1,637.69		
USA BLUE BOOK	SEWER SUPPLIES	319.85		
		=====		
	SEWER	20,050.13		
		=====		
	SEWER	20,050.13		
	SANITATION			
	SANITATION			
CINTAS CORPORATION	OSHA SUPPLIES	9.40		
JOHN DEERE FINANCIAL	SANITATION BLDG REPAIR/MAINT	20.42		

**ACCOUNTS PAYABLE ACTIVITY**  
**CLAIMS REPORT**

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE
JONES COUNTY SOLID WASTE	SANITATION LOAD TICKETS	2,966.00		
MONTICELLO COMM SCHOOL DISTRICT	SANITATION FUEL	251.43		
REPUBLIC SERVICES	DUMPSTER COLLECTIONS	7,673.14		
		=====		
	SANITATION	10,920.39		
		=====		
	SANITATION	10,920.39		
		=====		
**** SCHED TOTAL ****		57,716.69		
		=====		
***** REPORT TOTAL *****		57,716.69		
		=====		

**ACCOUNTS PAYABLE ACTIVITY  
CLAIMS FUND SUMMARY**

FUND	FUND NAME	TOTAL	CHECK#	DATE
001	GENERAL	4,699.43		
005	MONTICELLO BERNDEN CENTER	2,264.77		
015	FIRE	5,703.70		
016	AMBULANCE	774.14		
030	LIBRARY IMPROVEMENT	4,824.75		
041	LIBRARY	2,029.57		
046	AIRPORT	1,217.58		
110	ROAD USE	2,634.20		
600	WATER	2,598.03		
610	SEWER	20,050.13		
670	SANITATION	10,920.39		

City of Monticello - Monthly Summary -January 1st thru 31st, 2017

Reviewed by: **DA** 3/8/2017

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>	General	571683.25	108459.90	1248.34		69851.89	26715.93	584823.67	610.00	452328.10	131885.57	5401.26	6446.57	584823.67
	Soldiers Memorial Board	12480.11	300.00			932.28		11847.83						11847.83
	Monticello Berdes Center	74959.70	1172.50	75.98	10541.70	6691.58		80058.30	100.00	33072.77	46885.53			80058.30
	Dare	5259.72		5.18				5264.90		5264.90				5264.90
	Insurance Fund	22279.36		22.47		1437.85		20863.98		11100.17	9763.81			20863.98
	Monticello Trees Forever	36936.72		26.68				36963.40		36963.40				36963.40
	Fire	206080.15		216.19		3099.65		203196.69		35606.78	167589.91			203196.69
	Ambulance Operating	-50904.01	15056.88		6590.90	32762.33		-62018.56		-62018.56				-62018.56
	Hotel/Motel Tax Fund	5341.32		5.31				5346.63		5346.63				5346.63
	Earl F Lehmann Trust	236.99						236.99				236.99		236.99
	Street Bond	250.00						250.00						250.00
	Police Improvement	12654.66		12.17				12666.83		12243.67		423.16		12666.83
	Library Improvement	37759.19	275.00	38.73		440.00		37632.92		1394.38	36238.54			37632.92
	Library	16787.68	319.20	16.98	9583.33	10784.31		15922.88	75.00	4825.27	11022.61			15922.88
	Equipment Set-A-Side	53075.87		54.46				53130.33		1957.26	51173.07			53130.33
<b>SPECIAL REVENUE FUNDS:</b>	Super Mac	16524.47		16.42		1436.45		15104.44		15104.44				15104.44
	Airport	101855.60	689.13	102.45		4324.11		98303.07		62891.28	35411.79			98303.07
	Road Use Tax	424834.48	42360.17			20893.43		446501.22		66501.22	380000.00			446501.22
	Employee Benefits	350611.10	7632.25	368.06		28483.99		330127.42		41119.99	289007.43			330127.42
	TIF Tax Collections	514208.07	19026.51	524.55				533759.13		332842.40	200916.73			533759.13
<b>DEBT SERVICE FUNDS:</b>	Slavka Gelvet Trust	204684.93		210.27		779.74		204115.46		-214.71	204330.17			204115.46
	Police Forfeiture Acct	921.31		0.14				921.45		149.74		771.71		921.45
	Debt Service	181379.09	5980.22	160.74	17.50			187517.55		176460.08	11057.47			187517.55
	TIF - Debt Payments	0.00						0.00						0.00
	Revolving Loan Fund	34630.15	75.00	35.50				34740.65		1297.02	33443.63			34740.65
<b>CAPITAL IMPROVEMENTS</b>	Park Improvements	14908.01		15.26				14923.27		1215.85	13707.42			14923.27
	Ambulance Improvements	37558.74	700.00	38.47				38297.21		3815.88	34481.33			38297.21
	TIF Projects	8595.18						6595.18			6595.18			6595.18
	Cemetery Improvements	67036.50	242.50	230.92				67509.92		2160.07	65349.85			67509.92
	Cap Imp - FACC	12025.45		12.36				12037.81			12037.81			12037.81
	Capital Improvements	448348.91	1612.55	453.17		74255.78		376158.85		41964.07	334194.78			376158.85
	Youth Baseball & Softball	-7377.00						-7377.00		-7377.00				-7377.00
	Low Income Housing	14178.35		14.57				14192.92			14192.92			14192.92
	MDC Funds	12987.10		13.35				13000.45		12.08	12988.37			13000.45
	Baty Disc Golf Course	14642.09		14.55				14656.64		14490.21	166.43			14656.64
	Mary Maxine Redmond Trust	9881.57		10.13		14.44		9877.26		246.70	9630.56			9877.26
	Pocket Park	11047.50	2800.00	10.98				13658.48		13658.48				13658.48
<b>PERMANENT FUNDS:</b>	Cemetery Perpetual Care	157807.90	272.50					158080.40		5855.10	152225.30			158080.40
	Charles S Bidwell Book Trust	85196.09		87.48		500.00		84783.57		724.70	84058.87			84783.57
	Iona Mary Baker Trust	40717.10		41.82				40758.92		452.16	40306.76			40758.92
<b>ENTERPRISE FUNDS:</b>	Water Operating	406566.64	33601.77	415.81		15024.35		425559.87		75991.55	349588.32			425559.87
	Customer Deposits	86725.70	360.00			350.00		86735.70		5163.14	81572.56			86735.70
	Water Capital Improvements	45514.07	426.79	91.58		3303.61		42728.83		-3229.17	45958.00			42728.83
	Sewer Operating	147484.74	48827.96	149.81		34659.04	17.50	161785.97		66242.10	95543.87			161785.97
	Sewer Capital Improvements	-74348.07	426.79	44.67		32595.15		-73876.61		-74132.03	255.42			-73876.61
	Sanitation	134785.12	38009.12	138.32				140337.41		10113.55	130223.86			140337.41
	Sanitation Capital Improvements	44541.84	853.59	45.62				45441.05		5001.25	40439.80			45441.05
	Storm Water fund	-2472.12	2337.82	158.43		7580.49		-7556.36		-7556.36				-7556.36
<b>AGENCY FUNDS</b>	Flex Spending	-346.34	346.14			313.79		-313.99		-313.99				-313.99
	Enterprise Flex Spending	280.61	179.07			453.68		453.68		453.68				453.68
	Self Funded Insurance	0.00	1659.14			1659.14		0.00						0.00
<b>TOTAL OF ALL FUNDS</b>		4548815.59	333756.50	5127.92	26733.43	361973.40	26733.43	4536726.61	785.00	1389438.25	3132223.67	6833.12	6446.57	4536726.61

City of Monticello  
Bank Reconciliation Report  
For the Month of January 2017

Bank Balance		
General Checking	\$1,442,845.85	
Property Tax & Water	\$3,132,223.67	
Soldiers Memorial Ckg	\$5,651.26	
Earl F Lehmann Trust	\$236.99	
Monticello Police Pistol	\$423.16	
Police Forfeiture Acct	\$771.71	
		<hr/>
Total Bank Balance		\$4,582,152.64
Plus (Minus) Adjustment:		
Bank Charge/Error	\$0.00	
		<hr/>
Total Adjustment		\$0.00
Plus Outstanding Credit Card Pymt:		
Credit Card Payments	\$0.00	
		<hr/>
Total Outstanding Credit Card Pymts		\$0.00
Less Outstanding Checks:		
Financial/Payroll	\$53,407.60	
Soldiers Memorial	\$250.00	
Monticello Police Pistol	\$0.00	
		<hr/>
Total Outstanding Checks		\$53,657.60
Plus Investments:		
Time Certificates	\$6,446.57	
Petty Cash	\$785.00	
		<hr/>
Total Investments		\$7,231.57
Treasurer's Balance		<hr/> <hr/>
		\$4,535,726.61

Prepared By: Sally Hinrichsen  
Sally Hinrichsen, City Clerk

Reviewed by: Doug Herman 3/8/2017  
Doug Herman, City Administrator

City of Monticello - Monthly Summary -February 1st thru 28th, 2017

Fund	Activity	Beginning Fund Balance	Revenue	Interest Earned	Transfers In	Expenses	Transfers Out	Ending Fund Balance	Cash on Hand	Clerk's Cash In Bank	Investments	Investments	Ending Fund Balance
<b>GENERAL FUNDS:</b>	General	584823.67	51014.64	1027.87		97172.51		539693.67	610.00	406628.76			539693.67
	Soldiers Memorial Board	11847.83	325.00					12172.83					12172.83
	Monticello Berndes Center	80058.30	9914.50	70.05	10541.66	7887.93		92696.58	100.00	45668.40		6446.57	92696.58
	Dare	5264.90	450.00	4.32		23.50		5695.72		5695.72			5695.72
	Insurance Fund	20863.98		18.55		1264.63		19617.90		9844.73			19617.90
	Monticello Trees Forever	36963.40		29.98				36993.38		36993.38			36993.38
	Fire	203196.69	2565.62	190.19	6590.90	2050.08		203902.42		36151.81			203902.42
	Ambulance Operating	-62018.56	24650.65			31877.84		-62654.85		-62654.85			-62654.85
	Hotel/Motel Tax Fund	5346.63		4.14		410.01		4940.76		4940.76			4940.76
	Earl F Lehmann Trust	236.99	564.00	9.62				810.61		236.99			236.99
	Street Bond	250.00						250.00		250.00			250.00
	Police Improvement	12666.83		35.89		709.92		12666.83		13240.45			13240.45
	Library Improvement	37632.92		14.55	9583.33	13324.27		36958.89	75.00	685.61			36958.89
	Library	15922.88	528.54	48.47				12725.03		1616.86			12725.03
	Equipment Set-A-Side	63130.33		12.51		1398.42		53178.80		1958.80			53178.80
	Super Mac	15104.44	636.55	80.41		2504.84		13718.53		13718.53			13718.53
	Airport	98303.07	75.00	30.67				96515.19		61075.09			96515.19
	Revolving Loan Fund-general	0.00						105.67		75.00			109.29
	Road Use Tax	446501.22	44316.01			16362.86		474454.37		94454.37			474454.37
	Employee Benefits	330127.42	2287.73	287.28		27217.52		305464.91		16204.27			305464.91
<b>SPECIAL REVENUE FUNDS:</b>	TIF Tax Collections	533759.13	9216.10	454.32				543429.55		342331.53			543429.55
	Slavka Gehret Trust	204115.46		195.93				204311.39		-214.71			204311.39
<b>DEBT SERVICE FUNDS:</b>	Police Forfeiture Acct	921.45		0.09		266.04		655.50		655.50			655.50
	Debt Service	187517.55	2017.07	153.78				189688.40		178621.99			189688.40
<b>CAPITAL IMPROVEMENTS</b>	TIF - Debt Payments	0.00						0.00					0.00
	Revolving Loan Fund	34740.65		1.02				34741.67		1298.04			34738.05
<b>PERMANENT FUNDS:</b>	Park Improvements	14923.27		12.79				14936.06		1216.81			14936.06
	Ambulance Improvements	38297.21	100.00	36.22				38433.43		3919.04			38433.43
	TIF Projects	6595.18						6595.18		6595.18			6595.18
	Cemetery Improvements	67509.92	167.50	211.95				67889.37		2334.20			67889.37
	Cap Imp - FACC	12037.81		11.04				12048.85		12048.85			12048.85
	Capital Improvements	376158.85	14469.58	340.98		9064.45		381904.96		47403.64			381904.96
	Youth Baseball & Softball	-7377.00						-7377.00		-7377.00			-7377.00
	Low Income Housing	14192.92		13.01				14205.93		14205.93			14205.93
	MDC Funds	13000.45		11.91				13012.36		13000.28			13012.36
	Baty Disc Golf Course	14656.64		11.58				14668.22		14501.67			14668.22
	Mary Maxine Redmond Trust	9877.26		9.43				9886.69		246.90			9886.69
	Pocket Park	13658.48	100.00	10.33				13768.81		13768.81			13768.81
	Cemetery Perpetual Care	158080.40	437.50					158517.90		6292.60			158517.90
	Charles S Bidwell Book Trust	84783.57		81.19		7.45		84857.31		717.84			84857.31
	Iona Mary Baker Trust	40758.92		39.02				40797.94		452.53			40797.94
<b>ENTERPRISE FUNDS:</b>	Water Operating	425559.87	34624.68	398.15		18778.58		441804.12		91900.60			441804.12
	Customer Deposits	86735.70	870.00			100.00		87505.70		5933.14			87505.70
	Water Capital Improvements	42728.83	404.16	83.60		56.11		43160.48		-2878.99			43160.48
	Sewer Operating	161785.97	48021.17	146.49		26867.75		183085.88		87450.40			183085.88
	Sewer Capital Improvements	-73876.61	404.15	39.78				-73432.68		-7325.75			-73432.68
	Sanitation	140337.41	36649.69	133.24		47428.58		129691.76		-656.97			129691.76
	Sanitation Capital Improvements	45441.05	808.30	42.91				46292.26		5813.69			46292.26
	Storm Water fund	-7556.36	2375.93			3595.37		-8775.80		-8775.80			-8775.80
	Flex Spending	-313.99	230.76			548.50		-631.73		-631.73			-631.73
	Enterprise Flex Spending	453.68	115.38					569.06		569.06			569.06
<b>INTERNAL REVENUE FUND</b>		0.00	1426.43			1426.43		0.00					0.00
<b>TOTAL OF ALL FUNDS</b>		4535726.61	289746.64	4303.26	26715.89	310343.59	0.00	4546148.81	785.00	1397726.81	6446.57	5963.25	4546148.81

3/16/17



City of Monticello  
Cash On Hand By Bank  
For January 31th, 2017

*3/16/17*

Bank					
Account type & number	Amount	Interest rate	Maturity date	Length of investment	Purpose
<b>F &amp; M Bank</b>					
Total by Bank	\$0.00				
<b>Citizens State Bank</b>					
Checking # 208223	\$0.00	0.000	N/A		Monticello Police Pistol
Checking # 147009	\$0.00	0.000	N/A		Police Forfeiture
Savings # 6025641	\$236.99	0.500	N/A		Earl F Lehmann Trust
Total by Bank	\$236.99				
<b>Dutrac Credit Union</b>					
Total by Bank	\$0.00				
<b>Regions Banks</b>					
Checking # 0002959379	\$5,726.26		N/A		Soldiers Memorial
CD #89100344	\$6,446.57	0.05	9/22/2016	212 days	Soldiers Memorial
Total by Bank	\$12,172.83				
<b>Security State Bank</b>					
	\$0.00				
<b>Ohnward Bank &amp; Trust</b>					
General Ckg/Sweep #40002008	\$1,434,606.43	1.25	N/A		General Checking
Property Tax & Water #40001992	\$3,135,227.18	1.25	N/A		General Savings
Total by Bank	\$4,569,833.61				
Total Cash on Hand- All Banks	\$4,582,243.43				
Plus Petty Cash	\$785.00				Clerk's Office, Library, Aquatic Center and Berndes Center
Adjust Bank Error	\$0.00				
Plus Outstanding Credit Card Pymt	\$258.10				
Less Outstanding Checks	\$37,137.72				
Treasurer's Balance	\$4,546,148.81				

All of the accounts referenced above are "City" accounts, reported under the City Federal I.D. #. This is an all inclusive list of such accounts, including all Clerk's Office and Departmental Checking Accounts, same being subject to review during the annual City audit. In addition to the above accounts, the following component units, while legally separate entities from the City, are considered by the auditor to be "so intertwined with the City" that they are also subject to review during the City audit.

Riverside Gardeners, Inc  
Monticello Firefighters Organization, Inc  
Monticello Emergency Medical Team  
Friends of the Monticello Public Library  
Monticello Youth Baseball & Softball Assn

## 2017 Monticello Volunteer Fire Department Roster

Don McCarthy - Fire Chief	Mike Wink - Assistant Chief	Marv Kelchen & Mike Bader - Training Officers
<p>                     Jeff Hinrichs                      Ron Kelchen                      Joe Oswald                      Kelly Green                      Joe Tuetken                      Tim Miles                      Joe Bayne                      Mark Spensley                      Joe Goetz                      Billy Norton                      Drew Mescher                      Josh Kray                      Nick Kahler                      Theron Nealson                      Nathan Spahr                      David Husmann                 </p>	<p>                     Drew Haag                      Brian Hinrichs                      Johnathan Snyder                      Zach Long                      Paul Warner                      Evan Intlekofer                      Travis McNally                      Chris Hinrichs                      Josh Kelchen                      Tommy Norton                      Jackson Snyder                      Alex Green                      Kody Miles                      Brian Wolken                      Jeremy Bell                 </p>	<p> <u>Jr. Firefighters</u>                      Austin Coohy                      Alex Nealson                      Tyler Nealson                      Austin Martin                 </p>

City Council Meeting  
Prep. Date: 03/02/17  
Preparer: Doug Herman



Agenda Item: 1  
Agenda Date: 03/06/2017

### *Communication Page*

**Agenda Items Description:** Motion to approve invoices related to Tami Bartram party.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Copies of Invoices

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Without prior City approval and without formal action of the Park Board, decisions were made to make purchase, and to charge said purchases to the City, in relation to a party for Tami Bartram held on February 28.

**Background Information:** A banner at a cost of \$120 was purchased from the Monticello Express. On the banner there were pictures and I have been told that attendees of the party, which lasted throughout Tami's last day with the City, 2/28/2017, could sign the banner or write out memories/good wishes. Cupcakes and Cookies at a cost of approximately \$250 were also purchased from Baked. Finally, cookies, plates, utensils, coffee, and punch were purchased from Fareway at a cost of \$39.01. As far as I know those are the extent of the purchases, same totaling \$415.81. (The Baked invoice could be reduced by sales tax totaling \$16.80)

I was told by the Express that Kim McQuillen (Park Board Member) and Isaac Leonard (Past Park Board Member – he resigned from the Park Board on February 13<sup>th</sup>) were involved in ordering/designing/picking up the Banner. The invoice from Baked is made out to "City of Monticello per Kim M). It appears that the Fareway invoices were signed by Kim McQuillen.

I understand that there was a collection of donations after the Park Board meeting of 2/13/2017 from Park Board members in attendance including those that resigned at that meeting. I do not know how many donations were received and/or what they were used for. No discussion of a party or using City funds in relation to a gift/party occurred during the meeting. I understand that e-mails circulated among some/all of the existing and past Park Board members after the meeting of 2/13 and before the "party" of 2/28 related to party planning. (I have not seen the e-mails and am not sure who all was involved.) At no point was I questioned about the use of City funds for a banner, cupcakes, cookies, coffee, etc. Those types of expenses are not normal "City" expenses and to my knowledge City funds have not been used for those purposes at any point in the last 10+ years. (Can't speak to periods prior

thereto, however, from discussions with staff that have been here longer than I have it is my understanding that these types of expenses are not normal and customary.) In any event, if the Park Board, Park Board members, or past Park Board members wanted to use City funds for such purposes an inquiry should have been made prior to incurring the expenses. I would have told them that I would not approve the expenses and that they could make a request of the City Council if they so desired.

**Staff Recommendation:** I recommend that the Council consider the invoices as presented and determine whether or not to approve the payment of said expenses with City funds. (If the Council does not approve the charges I will so inform the vendors. Express, Baked, Fareway.)



# CITY OF MONTICELLO

200 E. First St.  
Monticello, IA 52310  
(319) 465-3577  
Fax (319) 465-3527

*Equal Opportunity Employer - Fair Housing City*

To: Mayor / Council  
From: Doug Herman  
Re: Express and Baked Invoices  
Date: March 6, 2017

---

I was reviewing invoices last night, Sunday March 5th, and came across the Monticello Express statement. It included normal charges that were reviewed and initialed by Dpt. Heads and then by me. There was one charge not initialed by a Dpt. Head and not falling in the category of a "normal" charge. The charge was related to the purchase of a banner at \$120.00. I asked Cheryl to look into that charge, which she did, determining it to be a banner ordered by Park and Rec. Chair Kim McQuillen. I was told that she later requested that the invoice be mailed to the City.

Today I received an invoice in the mail from Baked related to the purchase of 120 cupcakes at a cost, with tax, totaling \$256.80. The invoice is made out to The City of Monticello per Kim M.

To my knowledge the Park Board never discussed the use of City funds to buy a banner and cupcakes for a going away party for Tami Bartram. If they did, those discussions did not take place in a publicly noticed meeting. Nonetheless, even if they had discussed and determined that they had a desire to spend Parks Dpt. funds in that manner they would have needed to take it to the City Council as spending authority is not one of their powers per Chapter 24 of the Monticello Code of Ordinances.

I do not know of a similar circumstance in the past where there was an attempt, by a board member, to obligate the City to cover costs of a going away party. For that reason I bring these two invoices to your attention for input and direction.

Doug Herman



NAME

Phone #

City of Monticello

Address Per Kim M. Dept 14

House Apartment Town House

Time Ordered : Promised Delivery Time : Date 2/28/17

5 dozen cookies 120 -

5 dozen cupcakes 120 -

THANK YOU Tax 16 80

NCCO 11A/110 Delivery

346794 Total \$256.80

View all

Type : SALE  
 Date : 2017-02-27  
 Time : 16:38:09 to 16:38:59  
 Cashier : 30 - ROBIN L  
 Customer : 840014 - City of Monticello

Trs# : 100917  
 Invoice# : 00100860  
 Term : 840-004

Code	Ref	Description	Vnd	Amount	Wght	Qty	Flag
0004400003339		CHIPS AHOY CHWY FAM SZ		\$2.99		1.00	FS
0004400004203		CHIPS AHOY CHNKY FAM SZ		\$2.99		1.00	FS
0004400003324		OREO FAM SZ GLDN		\$2.99		1.00	FS
0004400003327		OREO FAM SZ CHOC		\$2.99		1.00	FS
0004400004469		OREO FAM SZ MINT		\$2.99		1.00	FS
0004400003339		CHIPS AHOY CHWY FAM SZ		\$2.99		1.00	FS
0007104310842		AE FRTBWL FRT PNCH GAL		\$1.85		1.00	FS T1
0007104310842		AE FRTBWL FRT PNCH GAL		\$1.85		1.00	FS T1
0004303202400		MARCAL NAPKINS 400CT		\$2.99		1.00	T1
0004159484450		DART FOAM CUPS 50 CT		\$1.50		1.00	T1
0007104310842		AE FRTBWL FRT PNCH GAL		\$1.85		1.00	FS T1
0007104310842		AE FRTBWL FRT PNCH GAL		\$1.85		1.00	FS T1
0007468813106		ASPEN 6 PLATE		\$2.50		1.00	T1
0004159484450		DART FOAM CUPS 50 CT		\$1.50		1.00	T1
		Charge		\$33.83		1.00	

Summary	Amount	Qty
TOTAL SALES	\$33.83	1.00
Net Sales	\$33.83	14.00
Sales Non Taxable	\$17.94	6.00
Discountable Sales	\$33.83	14.00
Taxable 1	\$15.89	8.00
Tax exempt 1	\$1.11	
Food stampable	\$25.34	10.00
Charge	\$33.83	1.00
Admissible spending	\$33.83	14.00
Customer balance current	\$73.51	1.00
BALANCE	\$0.00	

## View all

Type: SALE  
Date: 2017-02-27  
Time: 17:26:31 to 17:26:58  
Cashier: 30 - ROBIN L  
Customer: 840014 - City of Monticello

Trs#: 100939  
Invoice#: 00100882  
Term.: 840-004

Code	Ref	Description	Vnd	Amount	Wght	Qty	Flag
0002550000365		FOLGERS COFFEE		\$4.19		1.00	FS
0004142600114		DIAMOND SPOONS		\$0.99		1.00	T1
		Charge		\$5.18		1.00	



Summary	Amount	Qty
TOTAL SALES	\$5.18	1.00
Net Sales	\$5.18	2.00
Sales Non Taxable	\$4.19	1.00
Discountable Sales	\$5.18	2.00
Taxable 1	\$0.99	1.00
Tax exempt 1	\$0.07	
Food stampable	\$4.19	1.00
Charge	\$5.18	1.00
Admissible spending	\$5.18	2.00
Customer balance current	\$78.69	1.00
BALANCE	\$0.00	



City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: **Z**  
Agenda Date: 03/20/2017

### ***Communication Page***

**Agenda Items Description:** Resolution to schedule Public Hearing on Re-Zoning of Intlekofer Properties located at: SE Corner of Washington and S. Cedar Street from C-1 to R-2; 322 W 4<sup>th</sup> Street from R-1 to R-2; 525 S. Maple Street from R-1 to R-2.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Aerials

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Steve Intlekofer requests the re-zoning of three properties to R-2 Zoning.

**Background Information:** Steve Intelekofer requests the re-zoning of the following properties:

- a. Lot located at SE Corner of intersection of E. Washington and S. Cedar Street from C-1 to R-2
- b. 322 W. 4<sup>th</sup> Street from R-1 to R-2
- c. 525 S. Maple Street from R-1 to R-2

The P & Z considered the requests and by a unanimous vote did NOT recommend that the zoning be changed as requested. They are comfortable changing the zoning of the Washington/Cedar lot from C-1 to R-1 but not R-2, finding that the lot was not large enough for suitable/desirable R-2 construction.

They did not support changing the zoning of the other two properties to R-2. They were concerned with limited on and off street parking, with the failure of the homes to have basement egress windows, and finally were concerned with the fact that both homes were converted by Intlekofer from R-1 to an R-2 use without first seeking and obtaining a change in zoning from the City.

**Staff Recommendation:** I recommend that the Council schedule the re-zoning request for a Public Hearing on April 3, 2017 at 6:00 p.m.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_

**Scheduling Public Hearing on the Re-Zoning of Properties located at 322 W. 4<sup>th</sup> Street, 525 S. Maple Street, and the corner of E. Washington and S. Cedar Street**

**WHEREAS**, The Monticello Code of Ordinances requires that a Public Hearing be held before the zoning of a property is changed, and

**WHEREAS**, The City of Monticello recently received requests from the owner of the above properties to re-zone said properties, two from R-1 to R-2 and one from C-1 to R-2, and

**WHEREAS**, The Council finds that a Public Hearing should be set on this request for April 3, 2017 at 6:00 p.m., the next regularly scheduled City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby schedule a Public Hearing on the proposed re-zoning of the properties set forth within the body of this Resolution for the 3<sup>rd</sup> day of April 2017 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Dena G. Himes, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk



# CITY OF MONTICELLO

200 E. First St.  
Monticello, IA 52310  
(319) 465-3577  
Fax (319) 465-3527

*Equal Opportunity Employer - Fair Housing City*

March 12, 2017

Steve Intlekofer  
121 E. Grand Street  
Monticello, IA 52310

Re: Three Re-Zoning Requests

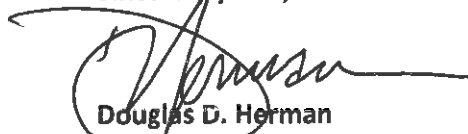
Dear Steve:

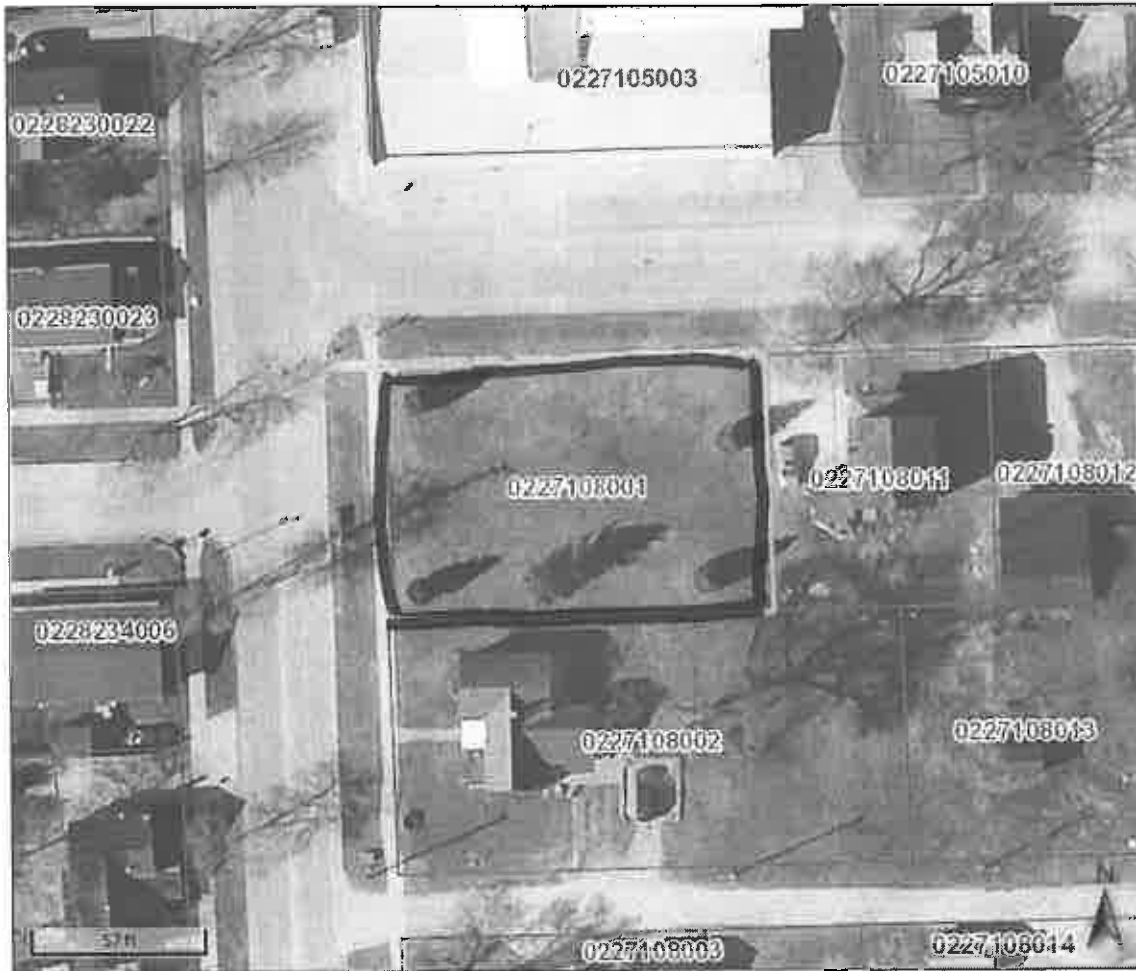
The Planning & Zoning Board considered your requests related to the re-zoning of three properties in Monticello at their meeting of Thursday, March 9<sup>th</sup>. After discussion they chose to not recommend the re-zoning you requested. Generally speaking they did not find the two existing properties to be suitable for duplexes. They discussed limited off-street parking and the fact that they did not believe there to be egress windows from the basement apts. *(I did not inspect the properties and am unsure whether or not there are egress windows.)* They also commented that you used to be on the Planning & Zoning Board and knew or should have known that an R-1 property cannot be converted to an R-2 property without first obtaining a change in the zoning.

The Board also found that the lot purchased from Roger Stephen was not suitable in size for a desirable duplex. The drawing they reviewed proposed single car garages and limited off street parking. They will recommend that the lot remain commercial or be re-zoned to R-1, Single Family Residential.

Your requests will now go to the City Council for consideration. A Public Hearing will be scheduled at the March 20<sup>th</sup> meeting for the Council Meeting to be held on April 3, 2017 at 6:00 p.m. At that meeting, after the receipt of public comment, if any, the Council can consider the first reading of an Ordinance to change the zoning of the three properties you have proposed to be re-zoned. If you desire to provide the Council with any additional information to consider prior to the 3<sup>rd</sup> please have it to me by March 20, 2017 at 12:00 p.m. so that I may include it in the Council packet.

Sincerely yours,



  
Douglas D. Herman  
Monticello City Administrator



**Overview**



**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0227108001	<b>Alternate ID</b>	103600	<b>Owner Address</b>	INTLEKOFER, JAYNE A
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	C		529 W 1ST ST
<b>Property Address</b>	112 E WASHINGTON ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	VARVELS ADD W 120' LOT 97				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/15/2017  
Last Data Uploaded: 3/14/2017 7:53:46 PM



**Overview**




**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0227153005	<b>Alternate ID</b>	118800	<b>Owner Address</b>	INTLEKOFER, JAYNE
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		529 W 1ST ST
<b>Property Address</b>	525 S MAPLE ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	VARVELS O.L. 50' X 90'				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/15/2017  
Last Data Uploaded: 3/14/2017 7:53:46 PM

 **Developed by**  
The Schneider Corporation



**Overview**



**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0221434002	<b>Alternate ID</b>	004400	<b>Owner Address</b>	INTLEKOFER, JAYNE A
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		529 W 1ST ST
<b>Property Address</b>	322 W 4TH ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	R.R. ADD S 100' W 50' & S 72' E 40' W 90' LOT 261				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/15/2017  
Last Data Uploaded: 3/14/2017 7:53:46 PM

 Developed by  
The Schneider Corporation

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 3  
Agenda Date: 03/20/2017

### *Communication Page*

**Agenda Items Description:** Resolution to schedule Public Hearing on Re-Zoning of Kraus property located at 410 E. Oak Street, Monticello, from R-1 to C-1.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Aerial

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Mike Kraus requests the re-zoning of one property to C-2 General Commercial.

**Background Information:** Mike Kraus owns the "old DOT" building located adjacent to the HCH Real Estate offices, 410 E. Oak Street. The property is zoned R-1, however, it is a commercial building, generally used for Commercial purposes.

The P & Z considered the request and by a unanimous vote recommended that the zoning be changed as requested, from R-1 to C-1.

**Staff Recommendation:** I recommend that the Council schedule the re-zoning request for a Public Hearing on April 3, 2017 at 6:00 p.m.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_

## **Scheduling Public Hearing on the Re-Zoning of Property located at 410 E. Oak Street**

**WHEREAS**, The Monticello Code of Ordinances requires that a Public Hearing be held before the zoning of a property is changed, and

**WHEREAS**, The City of Monticello recently received a request from the owner of the above referenced property to re-zone said property from R-1 to C-1, and

**WHEREAS**, The Council finds that a Public Hearing should be set on this request for April 3, 2017 at 6:00 p.m., the next regularly scheduled City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby schedule a Public Hearing on the proposed re-zoning of the property described within the body of this Resolution for the 3<sup>rd</sup> day of April 2017 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Dena G. Himes, Mayor

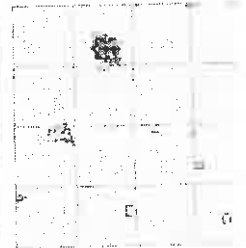
Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk





**Overview**



**Legend**

- Parcels
- Cartography
- Major Roads

<b>Parcel ID</b>	0227176009	<b>Alternate ID</b>	139700	<b>Owner Address</b>	KRAUS, MICHAEL
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		14432 190TH ST
<b>Property Address</b>	410 E OAK ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	SMITHS IRREG SURVEY COM NE COR LOT 134 E 151' S TO LOT 132				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/15/2017  
Last Data Uploaded: 3/14/2017 7:53:46 PM

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 4  
Agenda Date: 03/20/2017

*Communication Page*

**Agenda Items Description:** Resolution to approve Parcel 2017-10 and 2017-11 (Two-Mile Jurisdiction)

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

Plats of Survey

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The Proposed Plats of survey located north of Monticello on Hwy. 151 outline the new boundaries of the Eilertson and Covington properties after a recent land swap.

**Background Information:** The City Council previously approved Parcel 2016-56 and 2016-57, two parcels created as part of a land swap between neighboring property owners, Eilertson and Covington, both within the two-mile jurisdiction. The new Plats of Survey incorporate 2016-56 and 2016-57, respectively, into the balance of the Covington and Eilertson parcels, creating one new property parcel for each of them. The P & Z recommends that the Plats of Survey to Parcels 2017-10 and 2017-11 be approved.

**Staff Recommendation:** I recommend that the Council approve the Plats of Survey to parcels 2017-10 and Parcel 2017-11.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_

## **Resolution Approving Plats of Survey to Parcel 2017-10 and 2017-11**

**WHEREAS,** Two Plats of Survey have been presented, one to Parcel 2017-11 and the other to Parcel 2017-11, both being located within the two-mile jurisdiction of the City of Monticello, and

**WHEREAS,** The City Planning and Zoning Board has reviewed the Plats of Survey to said Parcels and recommends that both be approved, and

**WHEREAS,** The City Council has reviewed the Plats of Survey, finds that said area is not likely to be annexed to the City of Monticello at any time in the foreseeable future, that if said property were to be annexed the proposed parcels would not stand in the way of said annexation, and therefore, that same should be approved.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Plats of Survey to Parcel 2017-10 and 2017-11.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

---

Dena Himes, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk



Beacon

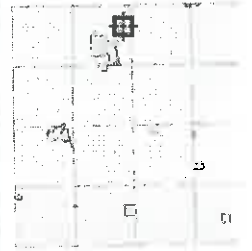
Jones County, IA

Original Corvington property  
Added to #2016-56  
to create #2017-11

#2016-56  
Added to Corvington



#### Overview



#### Legend

- Parcels
- Cartography
- Major Roads

Original Eilertson  
Added to #2016-57  
to create #2017-10

Parcel ID	0213100016	Alternate ID	n/a	Owner Address	BADGER HAWK LLC
Sec/Twp/Rng	13-86-03	Class	n/a		PO BOX 1025
Property Address	22923 HIGHWAY 151	Acreage	n/a		FOND DU LAC WI 54936
	MONTICELLO				
District	n/a				
Brief Tax Description	13 86 03 PARCEL 2009-86 IN NW NW EXC PARCEL 2016-56 (Note: Not to be used on legal documents)				

#2016-57  
Added to Eilertson

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 2/22/2017  
Last Data Uploaded: 2/21/2017 7:57:51 PM



Developed by  
The Schneider Corporation

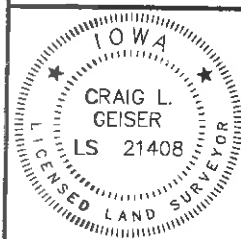
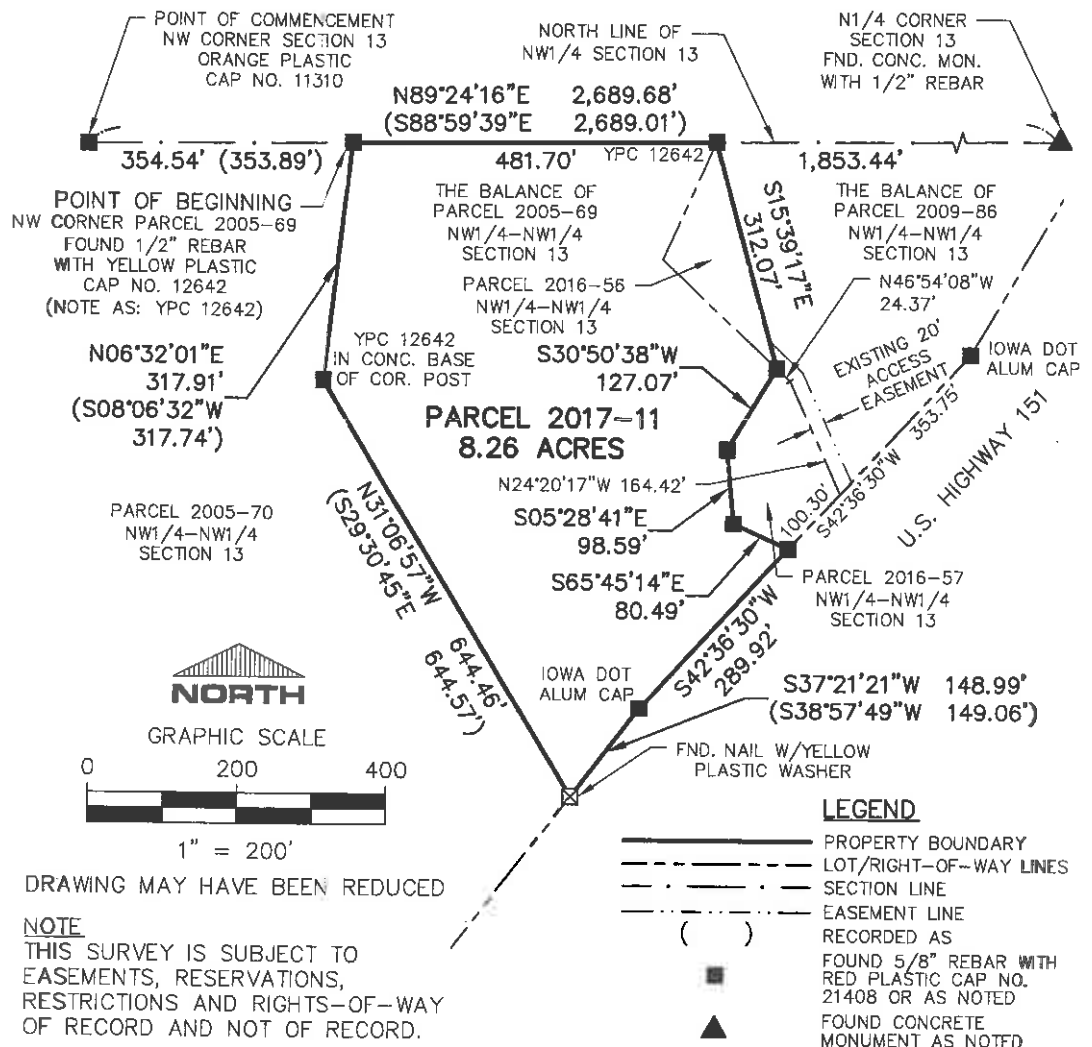
Index Legend	
Location	NW1/4-NW1/4 SECTION 13, T86N, R3W JONES COUNTY, IOWA
Proprietor	TERRY L. COVINGTON
Requestor	EILERTSON, INC.
Surveyor	CRAIG L. GEISER
Surveyor's Company	IIW, P.C., 4155 PENNSYLVANIA AVENUE DUBUQUE, IOWA 52002-2628 PHONE: 563-556-2484

FOR RECORDER'S USE ONLY

## PLAT OF SURVEY

PARCEL 2017-11 IN THE NW1/4-NW1/4 SECTION 13,  
T86N, R3W OF THE 5th P.M., JONES COUNTY, IOWA

DATE OF SURVEY: FEBRUARY 21, 2017  
TOTAL AREA SURVEYED: 8.26 ACRES



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

FOR IIW, P.C.

CRAIG L. GEISER

LICENSE NO. 21408

MY LICENSE RENEWAL DATE IS 12/31/2018

PAGES OR SHEETS COVERED BY THIS SEAL

SHEETS 1 & 2

IIW, P.C.

**iiw**  
INTEGRITY EXPERTISE SOLUTIONS  
www.iiwengr.com • 800.556.4491

ARCHITECTURE  
CIVIL ENGINEERING  
CONSTRUCTION SERVICES  
ENVIRONMENTAL ENGINEERING  
LAND SURVEYING  
MUNICIPAL ENGINEERING  
STRUCTURAL ENGINEERING  
TRANSPORTATION ENGINEERING

DRAWN	JMT	PLAT NO.	2-1A-17
CHECKED	CLG	PROJ. NO.	16730
DATE	02-21-17	SHEET	1 of 2
P:\16730\730\DRAWINGS\SURVEY\16730 BOUNDARY			

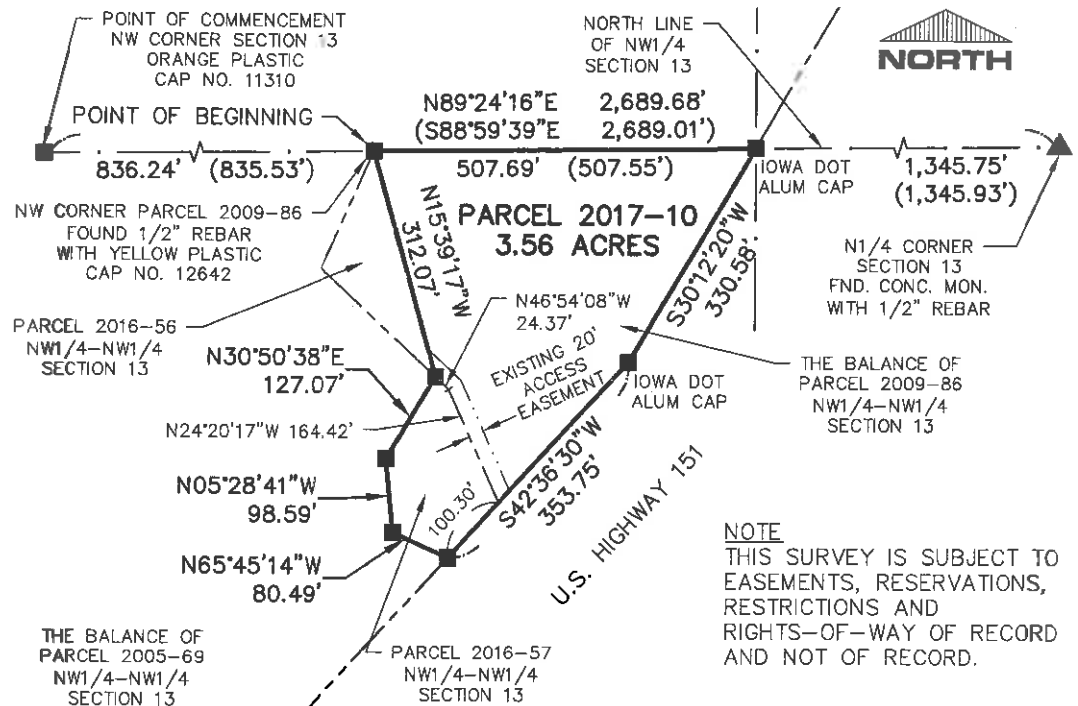
Index Legend	
Location	NW1/4-NW1/4 SECTION 13, T86N, R3W JONES COUNTY, IOWA
Proprietor	BADGER HAWK, L.L.C.
Requestor	EILERTSON, INC.
Surveyor	CRAIG L. GEISER
Surveyor's Company	IIW, P.C., 4155 PENNSYLVANIA AVENUE DUBUQUE, IOWA 52002-2628 PHONE: 563-556-2464

FOR RECORDER'S USE ONLY

## PLAT OF SURVEY

PARCEL 2017-10 IN THE NW1/4-NW1/4 SECTION 13,  
T86N, R3W OF THE 5th P.M., JONES COUNTY, IOWA

DATE OF SURVEY: FEBRUARY 21, 2017  
TOTAL AREA SURVEYED: 3.56 ACRES



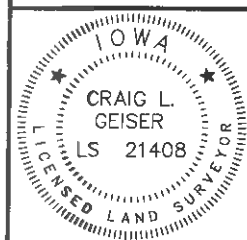
**NOTE**  
THIS SURVEY IS SUBJECT TO  
EASEMENTS, RESERVATIONS,  
RESTRICTIONS AND  
RIGHTS-OF-WAY OF RECORD  
AND NOT OF RECORD.



DRAWING MAY HAVE BEEN REDUCED

### LEGEND

- PROPERTY BOUNDARY
- - - LOT/RIGHT-OF-WAY LINES
- . - . SECTION LINE
- - - EASEMENT LINE
- ( ) RECORDED AS
- FOUND 5/8\"/>



I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED  
AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY  
DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND  
SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

FOR IIW, P.C.

*Craig L. Geiser*  
CRAIG L. GEISER

2-21-17  
DATE

LICENSE NO. 21408 MY LICENSE RENEWAL DATE IS 12/31/2018

PAGES OR SHEETS COVERED BY THIS SEAL SHEETS 1 & 2

<b>iiw</b> INTEGRITY EXPERTISE SOLUTIONS www.iiwengr.com • 800.556.4491		ARCHITECTURE CIVIL ENGINEERING CONSTRUCTION SERVICES ENVIRONMENTAL ENGINEERING LAND SURVEYING MUNICIPAL ENGINEERING STRUCTURAL ENGINEERING TRANSPORTATION ENGINEERING
DRAWN JMT	PLAT NO. 1-1A-17	
CHECKED CLG	PROJ. NO. 16730	
DATE 02-21-17	SHEET 1 of 2	
P:\16\700\730\DRAWINGS\SURVEY\16730 BOUNDARY		

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 5  
Agenda Date: 03/20/2017

### ***Communication Page***

**Agenda Items Description:** Resolution to schedule Public Hearing on Re-Zoning of numerous parcels of property located within the City of Monticello, as identified within Addendum "A" to this agenda, that are incorrectly zoned or incorrectly classified by the City of Monticello official zoning map.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Exhibit "A"

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Staff identified Zoning Map errors. Resolution to set Public Hearing to consider proposed changes.

**Background Information:** The following properties/parcels, upon a review of the Zoning Map, do not appear to be zoned correctly. It is difficult to tell with certainty whether the map is wrong or if the properties are in fact zoned incorrectly by prior ordinance of the City. Because it would be very time consuming to review past City Ordinances, that may go back a significant number of years, I am proposing that we proceed with a process that would either result in a change or verification of the correct zoning. In some cases the map is undoubtedly wrong, in some cases showing property as "city owned" when it is not and in other cases merely in need of updating, to reflect new city owned property, like the Pocket Park and Disc Golf Course for example. If over the next few months we take care of these mapping issues by either correcting or confirming the correct zoning we can have a good map overlaid on the Jones County Beacon that we will be in a better position to manage going forward and will not need to utilize the City Engineer in the future to update. There are a lot of properties on my list as I spent a number of hours looking at the map. I think I caught most of the erroneous mapping/zoning but it is likely there will be a correction here and there as we move forward. I did not list map errors where I know the zoning has been changed, just not reflected on the map. Those can be fixed by the engineer without further action by this Board or the Council. All affected property owners were sent a letter by me explaining the process we were going through to correct what appears to be erroneous zoning classifications. I haven't received any objections to date. The proposed changes will put the property into the zoning class that most property owners already believe they are in. (Note: C-1 is general commercial, must meet set-backs. C-2 is downtown commercial, can build to the property right-of-way line.) See next page (Addendum "A") for list of properties:

**Staff Recommendation:** I recommend that the Council schedule the re-zoning request for a Public Hearing on April 3, 2017 at 6:00 p.m.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_\_\_

**Scheduling Public Hearing on the Re-Zoning of various properties generally described as set forth within “Addendum A” attached hereto.**

**WHEREAS,** The Monticello Code of Ordinances requires that a Public Hearing be held before the zoning of a property is changed, and

**WHEREAS,** City staff has identified numerous errors and necessary corrections to the current Official Zoning Map of the City of Monticello and proposes that same be corrected at this time, and

**WHEREAS,** The Council finds that a Public Hearing should be set on said proposed corrections for April 3, 2017 at 6:00 p.m., the next regularly scheduled City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby schedule a Public Hearing on the proposed re-zoning of the property described within the body of this Resolution for the 3<sup>rd</sup> day of April 2017 at 6:00 p.m. to be held in the City Council Chambers at the Mary Lovell LeVan Renaissance Center in Monticello, Iowa.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

---

Dena G. Himes, Mayor

Attest:

---

Sally Hinrichsen, City Clerk





# CITY OF MONTICELLO

200 E. First St.  
Monticello, IA 52310  
(319) 465-3577  
Fax (319) 465-3527

*Equal Opportunity Employer - Fair Housing City*

To: Property Owner  
From: City of Monticello  
Re: Property Zoning Classification  
Date: February 14, 2017

---

Dear Resident:

The City of Monticello is working towards an updated electronic version of City of Monticello Zoning Map. The process is a bit tedious and time consuming but once complete we will be in a much better position to keep on top of the zoning map and ensure its' accuracy. The City of Monticello Zoning Code provides the following Zoning Districts:

- A-1 Agricultural
- R-1 Single Family Residential
- R-2 Two-Family Residential (Duplexes)
- R-3 Multi-Family Residential and Condominium (Three-Plexes or greater)
- R-4 Mfg. Home Park (a/k/a Trailer Parks)
- C-1 General Commercial (must meet setbacks, cannot be built to property lines)
- C-2 Central Commercial (downtown type properties that are built to property lines)
- C-3 Highway Commercial (primarily near State Hwy. 151, Welter Comm. Park)
- M-1 Light Industrial
- M-2 Heavy Industrial

You are receiving this letter because your property located at \_\_\_\_\_ appears to be zoned \_\_\_\_\_ and it is the opinion of City Staff, based upon current property use/design, that it should be zoned \_\_\_\_\_.

The Planning & Zoning Board will consider the proposed change in zoning at their meeting of February 23, 2017 at 6:00 p.m. in the Monticello Council Chambers. You are welcome to be present or to contact me in advance with questions or concerns. As stated earlier, this is an attempt to clean up our map and/or to fix apparent existing areas in the zoning, not an attempt to change the legally permitted use of your property. The

Planning & Zoning Board will make a recommendation to the City Council with regard to proposed changes to existing zoning. The Council will then schedule and hold a public hearing before considering the passage of an ordinance to change/correct the zoning of those properties identifies as being in need of change. The Council would need to consider and approve three separate readings of the proposed Ordinance and publish notice of the passage of said ordinance before the zoning changes set out within the Ordinance would officially take effect.

Please call or stop in with any questions.

**Sincerely yours,**

**Doug Herman, Atty.  
Monticello City Administrator**

## Addendum "A"

- a. 208 S. Cedar Street (Monk Property) and adjacent Abandoned RR ROW (identified as the E ½ E ½ R.R. R.O.W. Adj S 28' Lot 517), from C-1 to C-2
- b. 200-206 S. Cedar Street (PLK Properties, L.L.C.), from C-1 to C-2.
- c. Abandoned RR ROW (Audrey Savage) (identified as the W 1/2 E ½ R.R. R.O.W. Adj S 28' Lots 517-518), from R-1 to C-1.
- d. Portion of 116 E. Grand Street sold from Carnegie Library lot to Knopp described as E. 30' of Lot 101 of Varvel's Addition, from C-1 to R-1.
- e. 121 E. Grand Street (Intlekofer "offices") from C-1 to C-2.
- f. 117 E. Grand Street (City Parking Lot) from R-2 to City Owned.
- g. 111 E. Grand Street (Goodyear / Express) from C-1 to C-2.
- h. 112 and 114 E. 1<sup>st</sup> Street (Pocket Park) from C-2 to City Owned.
- i. 116 S. Cedar Street (Mootz Property) from C-1 to C-2.
- j. 114 S. Cedar Street (Shimanek Property) from C-1 to C-2.
- k. 103 W. 1<sup>st</sup> Street (Hughes Property) from C-1 to C-2.
- l. 104 S. Cedar Street (Reyner Property) from C-1 to C-2.
- m. 105 W. 1<sup>st</sup> Street (O'Mahoney Property) from C-1 to C-2.
- n. 107 W. 1<sup>st</sup> Street (Herky Hawk Financial) from C-1 to C-2.
- o. Lot adjacent to 107 W. 1<sup>st</sup> St. to south (Herky Hawk Financial) from C-1 to C-2.
- p. 216 W. 1<sup>st</sup> Street (Monk Property) from C-1 to C-2.
- q. 218 W. 1<sup>st</sup> Street (And adjacent lot to west) (Digmann Property) from C-1 to C-2.
- r. Regions Bank W. Park. lot (Savage property), described as R.R. Add Lot 431 & Com 25' S NW Cor Lot 430 N 25' E 122' S 50' NW to Beg., from R-1 to C-1.
- s. City Parking Lot across from Post Office, R.R. Add Lot 447 Exc. N. 16", From C-2 to City Owned.
- t. 136 N. Cedar Street (Freese Property) from C-1 to C-2.
- u. 103 E. 2<sup>nd</sup> Street (Freese Property) from C-1 to C-2.
- v. 202 N. Cedar Street (Cox / Kardes) from R-1 to C-1.
- w. 205 E Grand Street (Library Parking Lot) from R-1 to City Owned
- x. Lot adjacent to and North of 205 E. Grand (Ren. Center) from C-2 to City Owned.
- y. Old "School" parking lot to south of Middle School across Washington Street owned by Iben Construction Co. Inc., from "City Owned" (*does not appear that this was a correct zoning at any point*) to R-1.
- z. Tower Hill Addition Lot B (A part of Jacobs Park, most of which is shown but not all to be City Owned on Map) from R-1 to City Owned.
- aa. City owned property located on S. Cedar Street to the W. of and adjacent to BBall Courts, Dunhams Lots 9 and N. 40' Lot 12, from R-1 to City Owned.
- bb. City Cemetery Property recently acquired from Mike Kraus, Parcel 2015-41, from A-1 to City Owned.
- cc. Mike Kraus Property recently acquired from City Cemetery, Parcel 2015-39, from City Owned to A-1
- dd. 412, 414, and 416 E. Oak Street (Kraus Property) from R-1 to R-3.

- ✓ ee. Property owned by Phil First/others (Parcel 2012-126 in Doden's 1<sup>st</sup> Add. Lot 2) to south of 412-416 E. Oak Street to be purchased by Kraus for R-3 Development, from C-1 to R-3.
  - ff. 139 S. Main Street, all suites and buildings, (Stingley Dental Office, Family Insurance, et. al.) from R-1 to C-1 (Appears that most of this property is Zoned C-1, but the East 1/3 appears to be zoned R-1 according to our Zoning Map.)
  - gg. Parcel 2001-149 (Airport Property) from A-1 to City Owned.
  - hh. Parcel 2001-149 (Airport Property) from A-1 to City Owned.
  - ii. Parcel located in Section 35, township 86, range 3 west of the 5<sup>th</sup> P.M., Tax Parcel I.D. 0235100012 (Rowland Property) lying just south of the western portion of City parcel 2001-149, currently shown as being City Owned but appearing to be owned by Elizabeth Rowland, et. al. as A-1.
  - jj. Parcel 2001-172 (Rowland Property) from City Owned to A-1.
  - kk. Parcel 2001-171 (Rowland Property) from City Owned to A-1.
  - ll. 35-86-03 NW ¼ NW ¼ Exc. Parcel 2001-149 (Rowland Property) from City Owned to A-1.
  - mm. Shimanek property located at or near the western edge of the Monticello City limits identified by the following Tax Parcel I.D.'s: 0221101011 (two tracts) and 0221101002.
  - nn. Goedken property located at or near the western edge of the Monticello City limits identified by the following Tax Parcel I.D.'s: 0221151001 and 0221326025.
  - oo. McDonough property located at or near the western edge of the Monticello City limits identified by the following Tax Parcel I.D.'s: 0221301002.
- E-1 to A-1

The balance of the proposed changes are all associated with past flood buyouts, the DGC, and street abandonments in that area.

- ✓ a. Parcel 2015-15 (Willow Park / Shelter) from C-1 to City Owned.
- b. Parcel 2015-16 (Yeoman Property, purchased from City after vacation of Locust Street) from a "street" to C-1.
- c. Parcel 2015-14 (White property, purchased from City), confirming continued zoning as C-1.
- d. 615 E. Washington Street (Old Riddle Property) from C-1 to City Owned.
- e. 231 S. Locust Street (Flood Buyout) from R-1 to City Owned.
- f. 225 S. Locust Street (Flood Buyout) from C-1 to City Owned.
- g. 523 E. Grand Street (Flood Buyout) from R-1 to City Owned.
- h. 121 S. Locust Street (Flood Buyout) from R-1 to City Owned.
- i. 124 S. Locust Street (Flood Buyout) from R-1 to City Owned.
- j. 114 S. Locust Street and adjacent strip to the south, between 114 and 124 S. Locust Street (Flood Buyout) from R-1 to City Owned.
- k. 105 S. Locust Street (Flood Buyout) from R-2 to City Owned
- l. 109 S. Locust Street (Flood Buyout) from R-1 to City Owned.
- m. 602 E. 1<sup>st</sup> Street (Flood Buyout) from C-1 to City Owned.
- n. 604 E. 1<sup>st</sup> Street (Flood Buyout) from C-1 to City Owned.
- o. Energy Company Place Lot 2 (DGC Donation) from C-1 and R-1 to City Owned.
- p. Irreg. Plat E Pt. Lot 143 & E. Pt Lot 146 Fra 5.40 acres (DGC Donation) from C-1 to City Owned.
- q. Parcel 2014-2745 (DGC Donation) from C-1 and R-1 to City Owned.

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 6+7  
Agenda Date: 03/20/2017

**Agenda Items Description:** Resolution to preliminarily approve Development Agreement between the City of Monticello and the Menasha Corporation, a/k/a Orbis, and to set a Public Hearing on the proposed agreement. **Potential Resolution** to take initial steps/action to add Orbis property to existing Urban Renewal Area/TIF District or to create new Urban Renewal Area/TIF District for property.

**Type of Action Requested:** Motion; Resolution; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

Proposed Agreement

PowerPoint (Orbis)

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

**Synopsis:** The Proposed Agreement provides tax incentives that are consistent with incentives previously offered to developers and approved by the Council

**Background Information:** Orbis is proposing a large warehouse addition on property currently owned by Orbis. They wish to move warehousing from portions of their current facility and warehousing from other off site locations to this "new" warehouse. The space freed up in the current facility will be utilized for additional manufacturing. In addition to new property taxes, the addition will allow for the expansion of production which will in turn increase the number of employees at this facility.

The proposed investment in the local Orbis facility is exciting and great for Monticello. Orbis is working with our Econ. Dev. Director and the State of Iowa on other incentives related to this "expansion" project.

After the approval of the Agreement, the City will need to begin the process of modifying the Urban Renewal Area to include the Orbis Parcel. That process will require a Public Hearing as well. I anticipate scheduling that public hearing at the 1<sup>st</sup> meeting in May. (I have added Agenda Item #8 to potentially take the first step in the process. I will spend some time this weekend working on this issue and will let you know at the meeting if I recommend taking that first step at this meeting or waiting until the next.)

**Staff Recommendation:** I recommend that the Council preliminarily approve the proposed Development Agreement and set the final approval for Public Hearing on April 3, 2017 at 6:00 p.m.

SET DATE FOR HEARING ON  
DEVELOPMENT AGREEMENT AND  
TAX INCREMENT PAYMENTS

(Orbis)

Monticello, Iowa

March 20, 2017

A meeting of the City Council of the City of Monticello, Iowa, was held at the Monticello Renaissance Center, Community Media Room, Monticello, Iowa, 6:00 o'clock p.m., on March 20, 2017 pursuant to the rules of the Council.

The Mayor presided and the roll was called, showing members present and absent as follows:

Present:

Absent:

Council Member \_\_\_\_\_ introduced the resolution next hereinafter set out and moved its adoption, seconded by Council Member \_\_\_\_\_; and after due consideration thereof by the Council, the Mayor put the question upon the adoption of said resolution, and the roll being called, the following named Council Members voted:

Ayes:

Nays:

Abstained:

Whereupon, the Mayor declared said resolution duly adopted, as follows:

RESOLUTION NO. 17-\_\_

To fix a date of meeting at which it is proposed to approve a Development Agreement with Menasha Corp. d/b/a Orbis Manufacturing, including tax increment payments in an amount not to exceed \$1,207,236

**WHEREAS**, the City of Monticello, Iowa (the "City"), pursuant to and in strict compliance with all laws applicable to the City, and in particular the provisions of Chapter 403 of the Code of Iowa, has adopted an Urban Renewal Plan for the Monticello Urban Renewal Area (the "Urban Renewal Area"); and

**WHEREAS**, this City Council has adopted an ordinance providing for the division of taxes levied on taxable property in various Urban Renewal Areas pursuant to Section 403.19 of the Code of Iowa and establishing the fund referred to in Subsection 2 of Section 403.19 of the Code of Iowa, which fund and the portion of taxes referred to in that subsection may be irrevocably pledged by the City for the payment of the principal and interest on indebtedness incurred under the authority of Section 403.9 of the Code of Iowa to finance or refinance in whole or in part projects in the Urban Renewal Area; and

**WHEREAS**, the City proposes to enter into an agreement (the "Development Agreement") with Menasha Corp. d/b/a Orbis Manufacturing (the "Developer") with respect to construction of a warehouse addition totaling approximately 100,000 sf, and

**WHEREAS**, the Development Agreement would provide financial incentives to the Developer in the form of incremental property tax payments in an amount not to exceed \$1,620,450 under the authority of Section 403.9(1) of the Code of Iowa, rebating a portion of real estate taxes paid for a number of years, and

**WHEREAS**, it is necessary to set a date for a public hearing on the Proposed Development Agreement, pursuant to Section 403.9 of the Code of Iowa;

**NOW THEREFORE, IT IS RESOLVED** by the City Council of the City of Monticello, Iowa, as follows:

Section 1. The City Council, by the approval of this Resolution, shall be deemed to have preliminarily approved the proposed Developer's Agreement and incentives offered therein, subject to public comment and input yet to be received by the City Council and subject to future formal approvals related to the addition or inclusion of the Orbis property within an Urban Renewal Area.

Section 2. This City Council shall meet on the 3<sup>rd</sup> day of April, 2017, at 6:00 o'clock p.m., at the Monticello Renaissance Center, Community Media Room, in the City, at which time and place proceedings will be instituted and action taken to consider the formal and final approve of the proposed Development Agreement.

Section 2. The City Clerk is hereby directed to give notice of the proposed action, the time when and place where said meeting will be held, by publication at least once not less than four days and not more than twenty days before the date of said meeting in a legal newspaper of general circulation in the City. Said notice shall be in substantially the following form:



NOTICE OF MEETING FOR APPROVAL OF DEVELOPMENT AGREEMENT WITH  
Menasha Corporation, D/B/A Orbis Manufacturing

The City Council of the City of Monticello, Iowa, will meet at the Monticello Renaissance Center, Community Media Room, Monticello, Iowa, on the 3<sup>rd</sup> day of April, 2017, at 6:00 o'clock p.m., at which time and place proceedings will be instituted and action taken to approve a Development Agreement between the City and Menasha Corporation d/b/a Orbis Mfg. with respect to the construction of a warehouse addition to their current manufacturing facility of approximately 100,000 sf which agreement provides for certain property tax incentives in the form of real estate tax rebates paid for a number of years said payments to be in an amount that will not exceed \$1,207,236, as authorized by Section 403.9 of the Code of Iowa.

The Agreement to make incremental property tax payments will not be a general obligation of the City, but will be payable solely and only from incremental property tax revenues generated within the Monticello Urban Renewal Area.

At the meeting, the City Council will receive oral or written objections from any resident or property owner of the City. Thereafter, the Council may, at the meeting or at an adjournment thereof, take additional action to approve the Development Agreement as written or as amended or may abandon the proposal.

This notice is given by order of the City Council of Monticello, Iowa, in accordance with Section 403.9 of the Code of Iowa.

Sally Hinrichsen  
City Clerk

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

Passed and approved March 20, 2017.

\_\_\_\_\_  
Dena Himes, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

• • • •

On motion and vote the meeting adjourned.

\_\_\_\_\_  
Dena Himes, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

## DEVELOPMENT AGREEMENT

This Agreement is entered into between the City of Monticello, Iowa (the "City") and Menasha, Inc. d/b/a Orbis Manufacturing ("Developer") as of the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

**WHEREAS**, the City has previously established the Monticello Urban Renewal Area (the "Urban Renewal Area"), and has adopted a tax increment ordinance for the Urban Renewal Area; and

**WHEREAS**, the Developer intends to undertake the construction of an addition to their current manufacturing facility of approximately 100,000 sf to be used primarily for warehousing, (the "Project"); and

**WHEREAS**, the Developer has requested tax increment financing assistance with respect to the Project and the City Council finds that the benefits of the project to the community are substantial and that the use of incentives, including TIF, to entice the construction of the project, are appropriate; and

**WHEREAS**, Chapter 15A of the Code of Iowa authorizes cities to provide grants, loans, guarantees, tax incentives and other financial assistance to or for the benefit of private persons; and the City Council specifically finds as follows:

1. That a significant warehouse addition to the Orbis Mfg. facility demonstrates a major commitment by Menasha to the Monticello Community and provides a high level of confidence that Orbis will continue to provide employment opportunities for residents of Monticello, Jones County, and surrounding areas.
2. The Council has considered the overall impact the proposed development will have on the community, weighing the overall benefits of the business, including the receipt of property taxes, potential new jobs, and the future longevity of Orbis in Monticello, and finds that the benefits to the Citizens, Local Businesses, and tax base of the City warrants the granting of incentives to promote the proposed improvement.
3. This agreement is not being used to attract a business presently located within the state to relocate to another portion of the state, rather, it is promoting the growth of an existing Monticello, Iowa based business in Monticello, creating future property tax growth, employment opportunities, and a certainty to Orbis' future in Monticello.

**NOW THEREFORE**, the parties hereto agree as follows:

**A. Developer's Covenants**

1. The Developer agrees to construct the project on the property of the owner after the submission and approval of a site plan.
2. The Developer agrees to make timely payment of all property taxes as they come due throughout the term of this Agreement with respect to the Property and to submit proof of payment to the City Clerk when requested.

**B. City's Covenants**

1. **Rebate Payments.** In recognition of the Developer's obligations set out above, the City agrees to make 20 semi-annual economic development tax increment payments (the "Rebate Payments") to the Developer, pursuant to Chapters 15A and 403 of the Code of Iowa and as described below.

This Agreement assumes that the taxable valuation of the completed Project will go on the property tax rolls as of January 1, 2018. Based thereon, the first tax payment based upon 100% valuation would be made in September, 2019. Accordingly, the Rebate Payments will be made on or about the 1<sup>st</sup> of December and the 1<sup>st</sup> of June each fiscal year, beginning on December 1, 2019 and continuing to and including June 1, 2029.

Each Rebate Payment shall be in an amount which represents a percentage (the "Annual Percentage") of the Incremental Property Tax Revenues available to the City with respect to the Property during the 6 months immediately preceding each Payment date reduced by the Repayment Deduction (as hereinafter set forth). Incremental Property Tax Revenues are produced by multiplying the consolidated property tax levy (city, county, school, etc.) times the incremental valuation of the Property, then subtracting debt service levies of all taxing jurisdictions, subtracting the school district physical plant and equipment levy and subtracting any other levies which may be exempted from such calculation by action of the Iowa General Assembly. The Annual Percentages shall be as follows:

FY 19-20: 100%  
FY 20-21: 90%  
FY 21-22: 85%  
FY 22-23: 80%  
FY 23-24: 75%  
FY 24-25: 70%  
FY 25-26: 65%  
FY 26-27: 60%  
FY 27-28: 60%  
FY 28-29: 60%

3. **Security and Debt Certification.** The Total Payments shall not constitute general obligations of the City, but shall be made solely and only from incremental property taxes received by the City from the Jones County Treasurer which are attributable to the Property in the case of the Rebate Payments.

Each Payment shall be subject to annual appropriation by the City Council. Prior to December 1 of each year during the term of this Agreement, the City Council shall consider the question of obligating for appropriation to the funding of the Payments due in the following fiscal year, an amount of tax increment revenues to be collected in the following fiscal year equal to or less than the most recent Developer's Estimate factored by the Annual Percentage to be in effect in the next succeeding fiscal year (the "Appropriated Amount").

If in any given fiscal year the City Council determines to not obligate the then-considered Appropriated Amount, the City will be under no obligation to fund the Payments scheduled to become due in the following fiscal year, and the Developer will have no rights whatsoever to compel the City to make such Payments or to seek damages relative thereto. A determination by the City Council to not obligate funds for any particular fiscal year's obligation shall not render this Agreement null and void and the Developer may make future requests for appropriation.

In any given fiscal year, if the City Council determines to obligate the then-considered Appropriated Amount, then the City Clerk will certify by December 1 of each such year to the Jones County Auditor an amount equal to the most recently obligated Appropriated Amount.

It is the intention and desire of the City Council, at the passage of this Developer's Agreement, that funds will be annually appropriated as contemplated herein absent a finding by the City Council that severe hardship to the City would be suffered if appropriated.

C. **Administrative Provisions**

1. This Agreement may not be amended or assigned by either party without the written consent of the other party.
2. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.
3. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

The City and the Developer have caused this Agreement to be signed, and the City's seal to be affixed, in their names and on their behalf by their duly authorized officers, all as of the day and date written above.

**City of Monticello, Iowa**

By \_\_\_\_\_  
Dena Himes, Mayor

Attest:

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

**Menasha, Inc.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT A**

**LEGAL DESCRIPTION OF THE PROPERTY**

**Certain real property in the City of Monticello, County of Jones, State of Iowa more particularly described as follows:**




# ORBIS

## Catalog Cost Reduction Plan

Cost Reduction Plan - Warehousing

March, 2017



 Powered by Menasha Corporation

## Business Case for One FGI Warehouse

- The Monticello Plant produces and ships most of the ORBIS catalogue business. Growing warehouse Need.
- The Plant has been using increasing multiple offsite warehousing to support this business.
- We now have one of the ORBIS Wisconsin Plants building and storing products for the ORBIS Catalog business.
- Anticipate more ORBIS plants to begin building SFS for the Catalog business.

## Business Case for One FGI Warehouse

- Trucking between locations is costly.
- Warehouses are inefficient in layout.
- Lead times are negatively impacted.
- Growing need for SFS Products from other Plants

Negative Impact to the business due to inefficiencies.

## Business Case for One FGI Warehouse

- Three locations to one, to lower warehousing & transfer costs while improving lead times. Lowers the Cost Structure and adds 20-25% Storage Capacity for future Catalog business production from ORBIS Structural Foam plants (Wisconsin, Kentucky):
  - Build plan: Monticello Iowa
  - Lease plan: TBD Location

Build

Lease

**ORBIS**

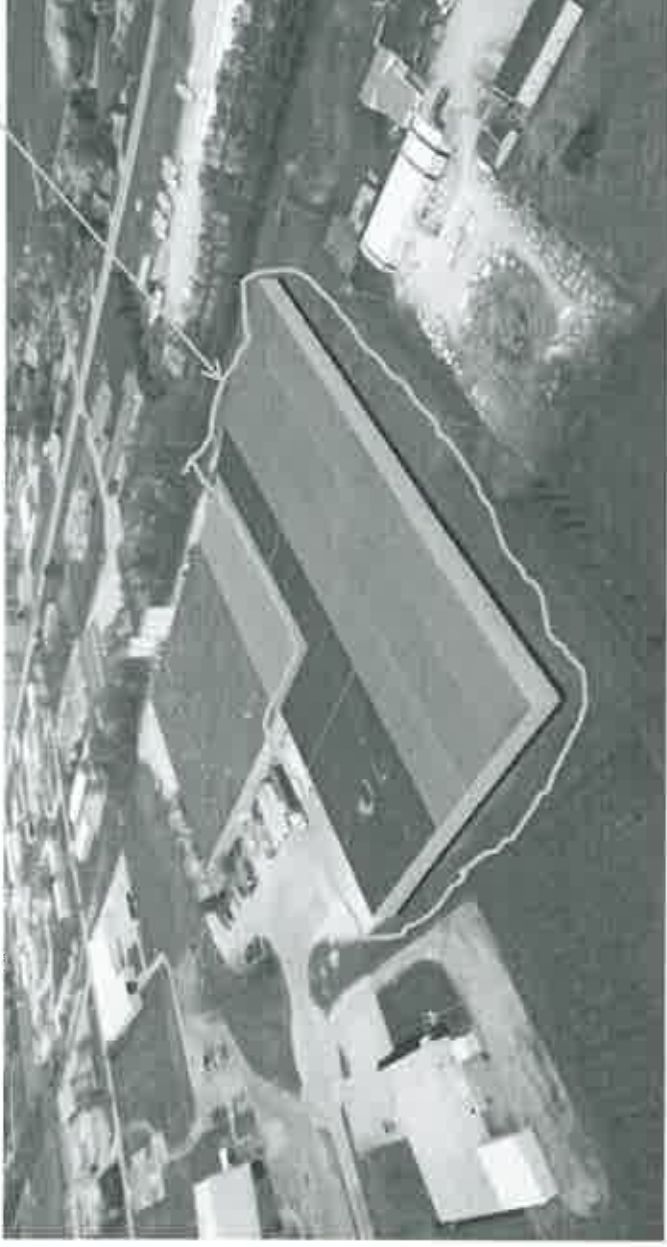
Produced by Orbis Corporation

## Options for One FGI Warehouse

- Option 1: **Lease** approx. 100K sq. ft. with ideal shipping lanes for LB+ Catalog Distribution Centers. Long term lease. Location: Central United States.
- Option 2: **Build** and attach on onto existing building, existing owned land in Monticello, Iowa.

Pros and Cons to both options

Proposed Build Option



## *Time Lines for Options of Lease vs. Build Scope:*

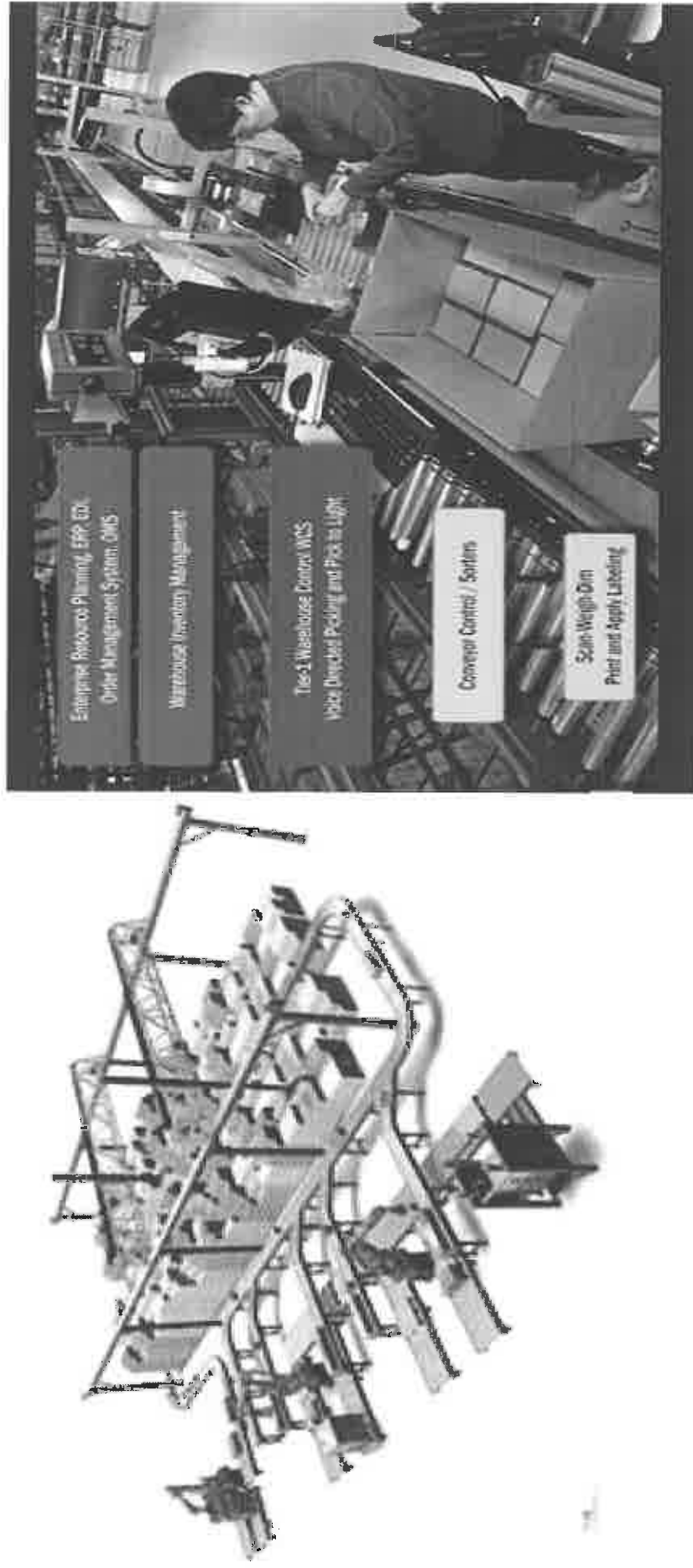
Lease Scope:    **Enter into a 10 Year Lease for 100K sq. ft. building near  
or adjacent to existing ORBIS Central US Plant.**

- Decision    May 2017
- Leases signed by Oct 2017
- Transfer product from all 3 Mfg locations to leased site by May 2018
- Staff and training during    1<sup>st</sup> Quarter 2018

Build Scope:    **Build approx. 100K sq. ft. onto the Monticello Plant.**

- Building designed with Costs Estimated and incentives before May 2017
- Decision in May 2017
- Building July 2017 through April 2018
- Exit existing leases and move all FGI into one warehouse by May 2018

With one FGI Warehouse -- Optimize the Catalogue Business with Technology. Will be set up for... If and when we, if we go to a direct/drop ship strategy with Catalog business, we are poised to reduce labor per pick/pack and shorten lead-time with new technology.



ORBIS Corporation is seeking approval by the Monticello City Council, the proposed Economic development tax increment payments (Rebates) by

April 3, 2017.

If approved, ORBIS would then seek Iowa tax refunds and credits via the HQJ program by April 21, 2017.

With the above respective approvals, ORBIS would seek Menasha BOD Approval for the Build Option May 2017.



 Powered by Menasha Corporation



If we have approval for the Build Option in May 2017:

June 2017 – Building Design completed  
July 2017 – Bid and begin ground work, Bid out the remaining exterior building work.  
Fall 2017 – Frame and close in, bid out all interior work  
Winter 17-18 – Complete Elect. Plumbing, Interiors.  
Spring 2018 – Install Sprinkler, Technologies  
May 2018 – Exist leased buildings and centralize  
Summer 2018 – Add break room, more pavement



 Powered by Menasha Corporation

## Menasha Corporation Believes in Community Investment.

If this project is approved for the addition option to the Monticello Plant, ORBIS will make every effort possible to use contractors in the community.

We Thank You for your time and consideration for the  
Build Option.



 Powered by Menasha Corporation

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 8  
Agenda Date: 03/20/2017

### *Communication Page*

**Agenda Items Description:** Resolution to approve proposed site plan for Oak Street Condos

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

Site Plan

**Fiscal Impact:**

Budget Line Item:

n/a

Budget Summary:

n/a

Expenditure:

n/a

Revenue:

n/a

**Synopsis:** Site plan for Oak Street Condos. (Mike Kraus property on Oak Street)

**Background Information:** The City Engineer and the P & Z have reviewed the Site Plan related to the Oak Street Condo. Development being put together by Mike Kraus. The structures shown within the site plan will be served by the Private Drive as shown. All water/sewer/streets within the development will be private in nature, not public improvements. Storm Water will be collected in a "rain garden" area located in the middle of the development (within the area surrounded by the private drive). The developer has agreed to use period lighting in the development as well, sticking to the theme started by the City on recent street projects.

Mike will continue to work with Brant in regard to sewer/water pipe sizing and location as the project moves forward.

The P & Z recommended that the Site Plan be approved.

**Staff Recommendation:** I recommend that the Council approve the proposed site plan to the Oak Street Condos.

# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_

## **Resolution** to approve Oak Street Condos. Site Plan

**WHEREAS,** Mike Kraus has presented the Oak Street Condos. Site Plan for review and consideration, and

**WHEREAS,** The proposed Site Plan has been reviewed by the City Engineer and the Planning and Zoning Board, and

**WHEREAS,** The Planning & Zoning Board recommended the approval of the site plan with the understanding that the Developer will continue to work with and follow the recommendations of the City Engineer and Public Works Director with regard to development infrastructure sizing, location, and installation.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve the Oak Street Condos. Site Plan subject to the requirement that the Developer will continue to work with and follow the recommendations of the City Engineer and Public Works Director with regard to development infrastructure sizing, location, and installation.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

---

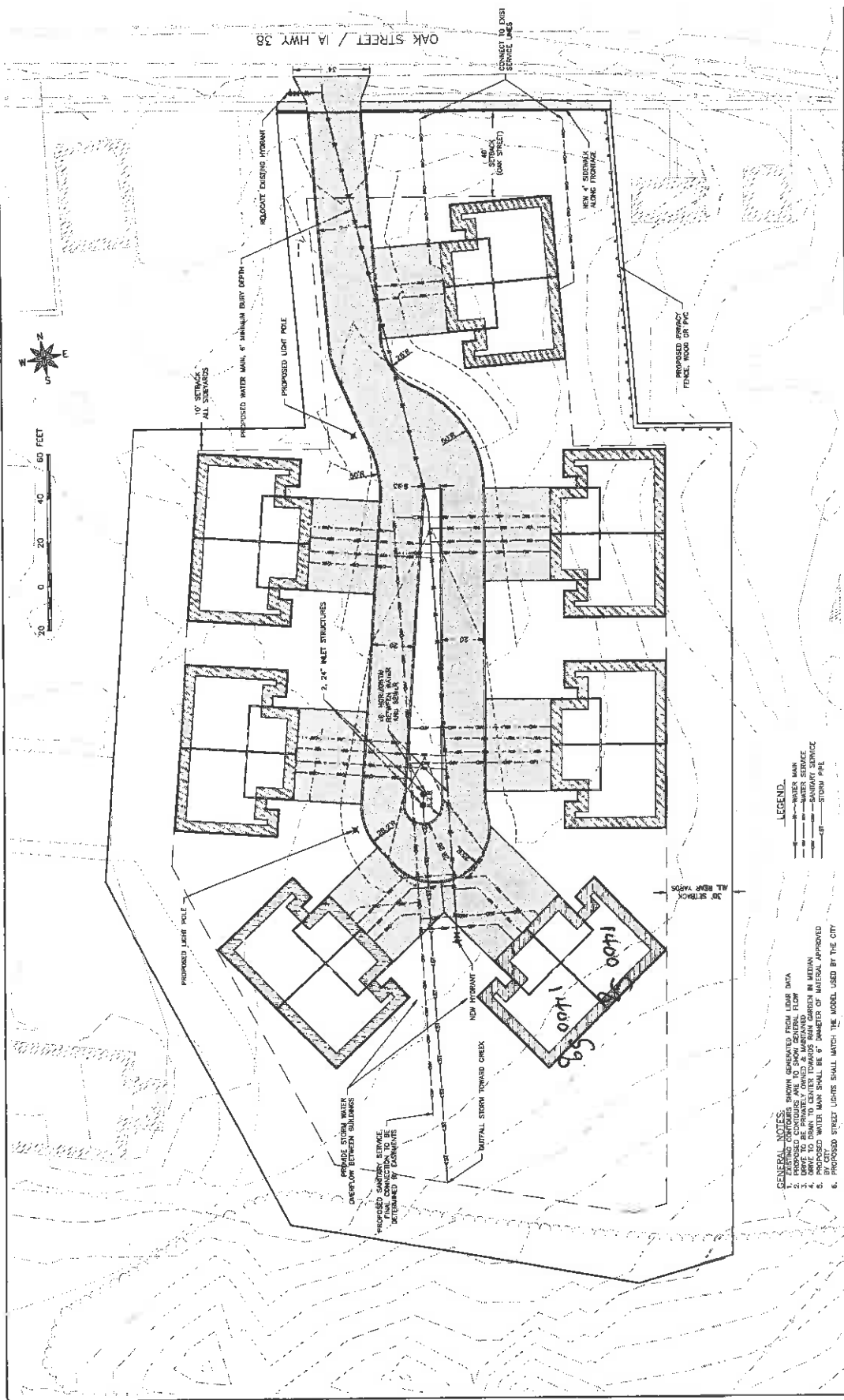
Dena Himes, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk





- GENERAL NOTES:**
1. EXISTING CONTOURS SHOWN GENERATED FROM LEAD DATA
  2. EXISTING CONTOURS SHOWN GENERATED FROM LEAD DATA
  3. DRIVE TO BE PRIVATELY OWNED & MAINTAINED
  4. DRIVE TO BE PRIVATELY OWNED & MAINTAINED
  5. DRIVE TO BE PRIVATELY OWNED & MAINTAINED
  6. PROPOSED STREET LIGHTS SHALL MATCH THE MODEL USED BY THE CITY

- LEGEND:**
- WATER MAIN
  - WATER SERVICE
  - SANITARY SERVICE
  - STORM PIPE

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL  
SILVER SPRING, ILLINOIS 61061  
© 2017 FEHR GRAHAM

**ILLINOIS**  
**IOWA**  
**WISCONSIN**

**PROJECT AND LOCATION:**  
OAK STREET DUPLEX DEVELOPMENT  
MONTICELLO, IOWA

**DESIGNER/ENGINEER:**  
WISCONSIN  
1400 WEST STREET  
MONTICELLO, IOWA 52310

**DESIGNED BY:** ALB  
**APPROVED BY:** NPK  
**DATE:** 1/27/2017  
**SCALE:** AS NOTED

**REVISIONS:**

NO.	DATE	DESCRIPTION

**PROJECT:** SITE DEVELOPMENT PLAN  
**SUBJECT:** OAK STREET CONDOS

**DATE:** 1/27/2017  
**BY:** NPK  
**SCALE:** AS NOTED

**PROJECT AND LOCATION:**  
OAK STREET DUPLEX DEVELOPMENT  
MONTICELLO, IOWA

**DESIGNED BY:** ALB  
**APPROVED BY:** NPK  
**DATE:** 1/27/2017  
**SCALE:** AS NOTED

**PROJECT:** SITE DEVELOPMENT PLAN  
**SUBJECT:** OAK STREET CONDOS

**DATE:** 1/27/2017  
**BY:** NPK  
**SCALE:** AS NOTED

City Council Meeting  
Prep. Date: 03/14/17  
Preparer: Doug Herman



Agenda Item: 9  
Agenda Date: 03/20/2017

### *Communication Page*

**Agenda Items Description:** Resolution to approve Voluntary Annexation Agreement and Application for Voluntary Annexation between City of Monticello and Yousse (or to direct action related to involuntary annexation.)

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution
Proposed Annexation Documents

**Fiscal Impact:**

Budget Line Item:	n/a
Budget Summary:	n/a
Expenditure:	n/a
Revenue:	n/a

**Synopsis:** The Sign Shop property located on 11<sup>th</sup> Street is either surrounded by City property or property that is waiting to be annexed. Administrator proposes that annexation move forward on this property.

**Background Information:** The old “Staner” building, now owned by the Yousse family is located outside of the City limits. I have drafted a Voluntary Annexation Agreement and Application for Voluntary Annexation and have previously forwarded it to Tracy Yousse. Both Brant and I have reached out to Tracy in regard to annexation on a number of occasions. (I have a voicemail from Tracy (many months old) acknowledging annexation discussions and agreeing to go that direction, indicating that he was waiting for a quote from Brian Cooper related to the installation of a force main.) The input I have received is that Tracy doesn’t object to the annexation, however, we have not to date obtained a signature on the annexation documents. In the past the City entered into voluntary annexation agreements with Koob’s Garage, the City Shop, and the Machine Shop (Clark property) but we cannot move forward with the finalization of those annexations until the Yousse property is annexed as to annex the others without the Yousse property would surround the Yousse property with “City” property which is not permissible.

The Yousse property, when acquired by Yousse, required updates to the septic system. Because I had been involved in annexation discussions with Brian Cooper, the owner of the property prior to Yousse, and then Yousse after Yousse took ownership, the County Health Officials did not require the septic updates to be completed, recognizing that annexation and connection to the City sewer system would resolve those issues. To my knowledge those septic system improvements were never completed.

The proposed annexation agreement provides that Yousse would be allowed to connect to city water at his cost at any time. It also provides that he can continue to use the existing septic system so long as is legally permissible. If and/or when the owner discontinues the use of the septic, either voluntarily or

through regulatory action, he shall then connect to the City Sanitary Sewer at his cost less connection fees if the City has extended a sewer main to within 200' of his property. If a main has not been extended to within 200' of his property, the agreement provides that Yousse and the City will share equally in the costs of connecting his property to the City Sanitary Sewer by way of a force main (See paragraph 5(b) for more details.) After the force main is installed it would become the property and responsibility of Yousse. (Force Main to connect and dump into manhole to the east of the property on 11<sup>th</sup> Street)

There is no reason that this property should not be in the City limits, sharing responsibility with other businesses and residents in the area to pay taxes to support city services such as police, ambulance, parks, streets, etc. The City of Monticello regularly utilizes the Sign Shop business, most recently having them perform work on the new police car and I suspect most customers of the business travel City streets to get there. Water is currently readily available to the property and arrangements have been made on the sewer front as set forth within the agreement.

**Staff Recommendation:** I recommend that the Council approve annexation of the property, either voluntarily or involuntarily if an agreement cannot be reached with the owners of the property.



# The City of Monticello, Iowa

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA

RESOLUTION #17-\_\_

## **Approving Voluntary Annexation Agreement and Application for Voluntary Annexation between the City of Monticello and Yousse**

**WHEREAS,** Daniel M. Yousse, Joanne M. Yousse, and Tracy D. Yousse (Hereinafter referred to as "Yousse") own the property located at 101 E. 11<sup>th</sup> Street, same being contiguous with existing City of Monticello property to the north, south, and east, and also contiguous with property that has already agreed to be annexed to the City of Monticello on the west, and

**WHEREAS,** Yousse has executed a Voluntary Annexation Agreement setting out the terms and conditions related to the voluntary annexation of the Yousse property and an Application for Voluntary Annexation, and

**WHEREAS,** The City Council finds that the terms of the Voluntary Annexation Agreement are suitable and in the best interests of the City and that the Yousse property should be annexed at this time.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Monticello, Iowa does hereby approve both the Voluntary Annexation Agreement and the Application for Voluntary Annexation, directs the Mayor to execute same on behalf of the City Council, and directs the City Administrator to take steps thereafter to finalize the annexation of said property.

**IN TESTIMONY WHEREOF,** I have hereunto subscribed my name and caused the Great Seal of the City of Monticello, Iowa to be affixed hereto. Done this 20<sup>th</sup> day of March, 2017.

---

Dena Himes, Mayor

Attest:

---

Sally Hinrichsen, Monticello City Clerk

---

**Preparer Information: Atty. Doug Herman, Monticello City Administrator  
200 E. 1<sup>st</sup> Street, Monticello, IA 52310 Phone: 319.465.3577**

## **VOLUNTARY ANNEXATION AGREEMENT**

This Voluntary Annexation Agreement is entered into by and between the City of Monticello, a municipal corporation (hereinafter referred to as "City") and Daniel M. Yousse, Joanne M. Yousse, and Tracy Yousse (hereinafter referred to as "Owner").

### **WITNESSETH:**

**WHEREAS,** Owner owns property legally described as set out on Exhibit "A", attached hereto, hereinafter referred to as "Subject Property"; and

**WHEREAS,** The Subject Property is presently located entirely within Jones County, Iowa, and outside the corporate limits of any other city; and

**WHEREAS,** Subject Property is presently contiguous with the corporate boundaries of the City of Monticello, and

**WHEREAS,** Owner and City have agreed to the Annexation of the Subject Property to the City of Monticello.

**NOW, THEREFORE,** in furtherance of the above desires and objectives, the parties agree as follows:

- (1) That the owner, by virtue of this Voluntary Annexation Agreement, consents to the annexation of Subject Property.
- (2) The Subject Property will, upon annexation, be zoned "C-1" Commercial, pursuant to the Code of Ordinances, City of Monticello; and

- (3) That owner will be allowed, but not required, upon the execution of this agreement, to immediately connect to City water at owners expense, said water to be metered and billed to owner at the Water Rates as set out within the City Ordinances as may be amended from time to time thereafter. The owner will not now, or hereafter, be assessed a connection fee by virtue of their connection to the existing water main, nor will they be assessed a fee related to the past or future installation of a city water main to which they connect. However, like all properties connecting to the city water main, the owner will be billed for a tapping fee and saddle when connecting to the main. Owner will be permitted to continue to use the well on the property until such time as it needs to be replaced for any reason, at which time they will be required to connect to City water. Owner would have the option of connecting to the water main on the South side of 11<sup>th</sup> Street or the West side of Hwy. 38 North / N. Cedar Street.
- (4) Owner agrees that any wells presently existing on the property, if any, will be pulled, plugged, and capped as required by law and/or regulation at such time as the subject property is connected to the City Water system, at owner's expense.
- (5) Owner shall be permitted to discharge sewage from subject property into an existing septic tank (hereinafter referred to as the "septic system") on the subject property unless and or until such time that the property owner is required by the County or State to discontinue the use of the septic system and/or until such time that the owner chooses to discontinue the use of said septic system. At the discontinuance of the use of the Septic System the obligations of the City and the Owner will be as follows:
- a. If the City has extended a City sewer main to within 200' of the subject property the Owner shall be responsible for all connection costs, including costs related to components/parts required for the connection, whether acquired through the City or a private contractor. The City will waive, however, any and all connection "fees". (The closest main to the property at the execution of this agreement is approximately 400' to the east of the SE corner of the property.)

b. If the City has not extended a City Sewer main to within 200' of the subject property the City and the Owner shall share equally in the costs of the purchase of necessary components and the installation of a force main from the property to the existing sanitary sewer manhole near the intersection of 11<sup>th</sup> Street and Maple Street. Costs shall include but not be limited to the installation of a pit and grinder pump, if appropriate, on owners' property, boring for purposes of force main installation along/under the north side of 11<sup>th</sup> Street to the manhole, closure costs related to the abandonment of the septic tank/system, and other related costs. The total costs shall be split between the City and the Owner on a 50/50 basis. Once installed, the components and the force main shall be considered the private property of the Owner. Owner shall be responsible for the maintenance and upkeep of said force main and related components. The City shall, at the installation of the force main, grant Owner a Permanent Easement, to run with the land, allowing for the installation and maintenance of said force main within the City Right-of-Way. Once connected, the Owner shall be assessed Sanitary Sewer fees consistent with the Monticello Code of Ordinances as may be amended from time to time. If owner is not connected to City water but connects to City sewer, they agree to the metering of their water usage for purposes of calculating sewer fees. Water, although metered, would not be subject to a fee, the metering of the water being for the sole purpose of calculating sewer rates, same being based upon water usage.

- (6) This agreement and all related Annexation documents will run with the land and be recorded at the expense of the City of Monticello.
- (7) The Owner agrees that it cannot, subsequent to the execution of this agreement, withdraw the consent set out herein to the voluntary annexation of the subject property.

**WHEREAS**, It is understood and agreed that the Owner will file an Application for Voluntary Annexation of the Subject Property subject to the conditions set forth in this Annexation Agreement. The failure of either party hereto to comply with the terms or conditions set forth herein are enforceable by any appropriate legal means. All provisions set forth above shall survive the annexation of Subject Property and shall be binding on the parties thereafter as applicable.

This Agreement shall be binding on and shall inure to the benefit of all successors, assigns and grantees of the City and Owner(s).

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Daniel M. Yousse

By: \_\_\_\_\_  
Joanne M. Yousse

By: \_\_\_\_\_  
Tracy D. Yousse

STATE OF IOWA            )  
                                      )§  
COUNTY OF JONES        )

On this \_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Daniel M. Yousse, Joanne M. Yousse, and Tracy D. Yousse, who signed the above and foregoing Application for Voluntary Annexation as an expression of their voluntary act and deed.

\_\_\_\_\_  
Notary Public, State of Iowa

Signed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Dena Himes, Mayor

\_\_\_\_\_  
Sally Hinrichsen, City Clerk

STATE OF IOWA            )  
                                      )§  
COUNTY OF JONES        )

On this \_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Dena Himes and Sally Hinrichsen, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Monticello, Iowa; that the seal affixed to foregoing instrument was signed and sealed on behalf of the corporation by authority of its City Council and that the Mayor and City Clerk as such officers acknowledged the execution of said instrument to be the voluntary act and deed of the corporation, by it voluntarily executed.

\_\_\_\_\_  
Notary Public, State of Iowa

## **EXHIBIT "A"**

COMMENCING at the Southeast corner of SECTION 16, TOWNSHIP 86, NORTH, RANGE 3, West of the 5<sup>th</sup> P.M.; thence West 590.8 feet to THE POINT OF BEGINNING (being point of intersection of East line of Highway No. 38 and centerline of County Road on South line of SE ¼ SE ¼ of said Section 16); thence North 0°22' East 133.3 feet along the present fence line; thence East 200.0 feet; thence South 0°22' West 133.3 feet; thence West 200.0 feet to the point of beginning. Subject to the rights, of the public in the highway on the South line of said premises.

SUBJECT TO the rights of the public in all highways and to all easements of record.

(The annexation to include one-half of the road right-of-way adjacent to the above described property. (See attached aerial map disclosing the above-described property as well as the proposed road right-of-way to be annexed.))

---

**Preparer Information: Atty. Doug Herman, Monticello City Administrator  
200 E. 1<sup>st</sup> Street, Monticello, IA 52310 Phone: 319.465.3577**

**APPLICATION FOR VOLUNTARY ANNEXATION  
City of Monticello, Iowa**

**TO THE HONORABLE MAYOR AND CITY COUNCIL OF THE CITY OF  
MONTICELLO, IOWA:**

The undersigned, being the owner of property lying adjacent to the corporate limits of the City of Monticello, Iowa as shown in Exhibit "A" attached hereto, hereafter generally referred to as "subject property", and by this reference made a part hereof, as if set forth fully verbatim herein, respectfully requests that Subject Property be annexed to and made a part of the corporate territory of the City of Monticello, Iowa. In support this Application, the undersigned states as follows:

1. That the undersigned, as Owner(s) of the property described within Exhibit A, is authorized to make this Application.
2. That Daniel M. Yousse, Joanne M. Yousse, and Tracy Yousse are the owners of the Subject Property.

3. That said tract of land joins the corporate city limits of the City of Monticello, Iowa, and is contiguous to land within the city limits of the City of Monticello, Iowa.
4. That Subject Property is within the urbanized area of the City of Monticello, and is not within the urbanized area of any other city. (*Urbanized Area* being defined as any area of land within two miles of the boundaries of a City. Iowa Code §368.1(16))
5. That a map of said tract of land showing the site location of the property, along with the property legal description are attached hereto and by this reference incorporated within this document as if same had been set forth fully verbatim herein.
6. That the attached Exhibit sets out the location of the territory to be annexed, with reference to the existing corporate city limits of the City of Monticello, Iowa, disclosing that the subject property is contiguous to the existing corporate boundaries of the City of Monticello.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

By: \_\_\_\_\_  
Daniel M. Yousse

By: \_\_\_\_\_  
Joanne M. Yousse

By: \_\_\_\_\_  
Tracy D. Yousse

STATE OF IOWA                    )  
  )§  
COUNTY OF JONES            )

On this \_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned, a Notary Public in and for said county and state, personally appeared Daniel M. Yousse, Joanne M. Yousse, and Tracy D. Yousse, who signed the above and foregoing Application for Voluntary Annexation as an expression of their voluntary act and deed.

\_\_\_\_\_  
Notary Public, State of Iowa



### **EXHIBIT "A"**

COMMENCING at the Southeast corner of SECTION 16, TOWNSHIP 86, NORTH, RANGE 3, West of the 5<sup>th</sup> P.M.; thence West 590.8 feet to THE POINT OF BEGINNING (being point of intersection of East line of Highway No. 38 and centerline of County Road on South line of SE ¼ SE ¼ of said Section 16); thence North 0°22' East 133.3 feet along the present fence line; thence East 200.0 feet; thence South 0°22' West 133.3 feet; thence West 200.0 feet to the point of beginning. Subject to the rights, of the public in the highway on the South line of said premises.

SUBJECT TO the rights of the public in all highways and to all easements of record.

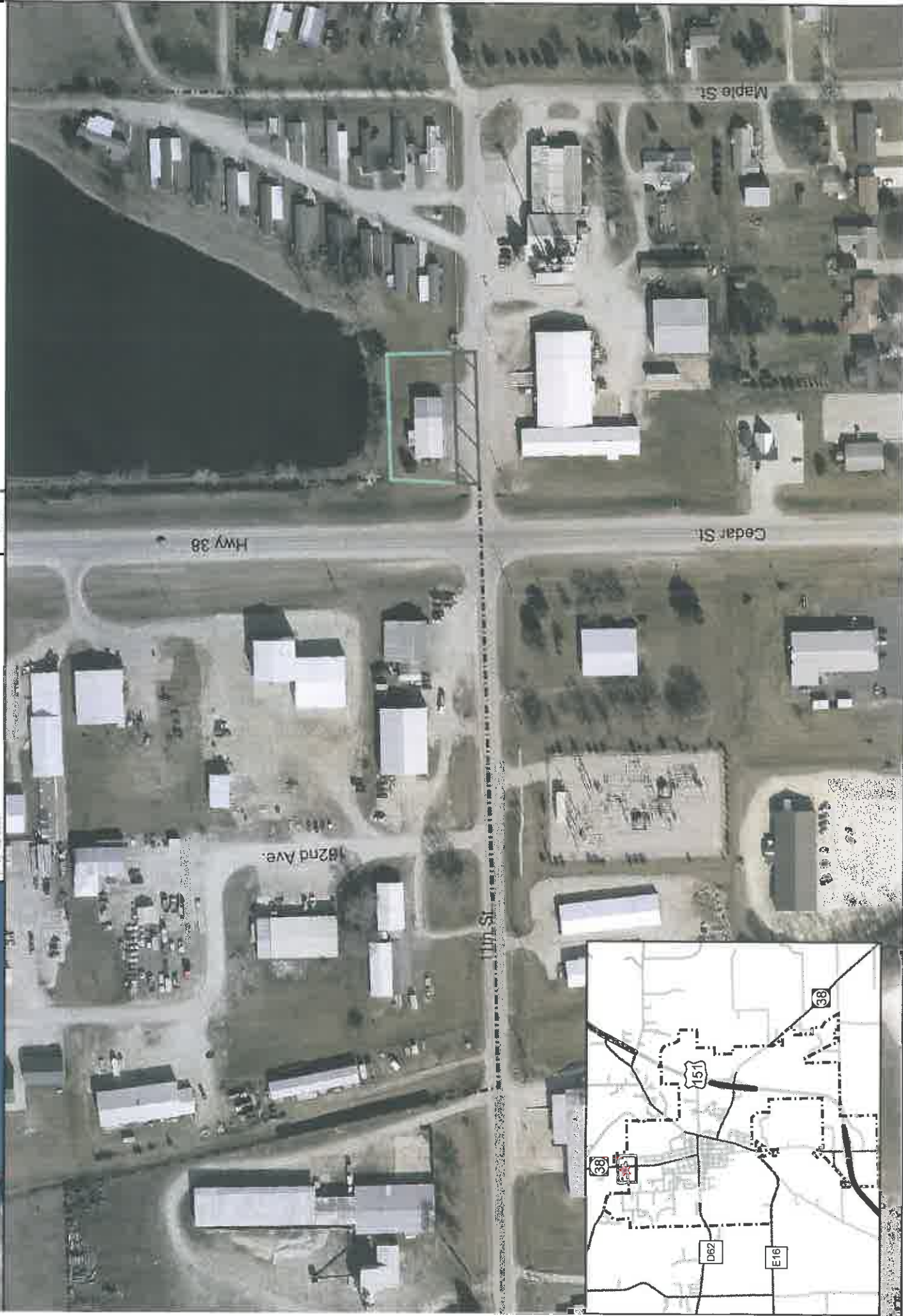
(The annexation to include one-half of the road right-of-way adjacent to the above described property. (See attached aerial map disclosing the above-described property as well as the proposed road right-of-way to be annexed.))



**JONES COUNTY, IOWA**  
**Proposed Monticello Annexations**  
**Daniel M Youssef Etal Property**  
**02216477002**  
**Date: 02/15/2017**

This map was produced from data maintained in the Jones County Geographic Information System. For further information regarding maps, data sources or the availability of GIS products and services, please contact Jones County GIS at: (319) 462-5303.

**LEGEND**  
Proposed Annexation  
Proposed Annexation Road Right Of Way  
Corporate Limits



City Council Meeting  
Prep. Date: 03/15/17  
Preparer: Doug Herman



Agenda Item: 10  
Agenda Date: 03/20/2017

**Communication Page**

**Agenda Items Description:** Resolution to approve Storm Water Cost Share Agreement.

**Type of Action Requested:** Motion; **Resolution;** Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Proposed Resolution

Proposed Agreement

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Storm Water

\$3,800 +/-

**Synopsis:** Council previously approved terms of agreement between City and Behrends. Those terms have been put into an agreement and signed by Behrends.

**Background Information:** The proposed project includes the installation of a 24" two walled plastic pipe in the existing ditch on the Behrends property immediately to the North of Dr. James dental office. The City Council approved the terms of an agreement that were negotiated with Behrends, same being attached hereto.

Jerry and Sherry Behrends have signed the agreement and this Resolution authorizes the Mayor to execute said agreement on behalf of the Council.

**Staff Recommendation:** I recommend that the Council approve the written agreement between the City and Behrends and that the Mayor be authorized to execute same on behalf of the Council.

# **THE CITY OF MONTICELLO, IOWA**

## **RESOLUTION #17-\_\_**

**To approve proposed storm water cost share agreement between  
The City of Monticello and Jerald and Sherry Behrends**

**IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA**

**WHEREAS**, The City of Monticello previously approved Resolution #16-74 that approved moving forward with a cost share agreement between the City of Monticello and Jerald and Sherry Behrends related to the closure of an open ditch near their property at 626 S. Main Street, and

**WHEREAS**, The City Administrator has prepared an agreement after negotiations with Behrends and the Council, setting forth the terms and conditions previously agreed to by the parties, and

**WHEREAS**, Jerry and Sherry Behrends have executed the agreement, and

**WHEREAS**, The Council finds that the terms of the agreement are consistent with the previously negotiated terms and that the ditch closure project is in the best interests of the Behrends and the City and that said agreement should, therefore, be approved.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 20<sup>th</sup> day of March, 2017 that the proposed Storm Water Cost Share Agreement between the City of Monticello and Jerald and Sherry Behrends is hereby approved and the Mayor is hereby authorized to execute same on behalf of the City Council.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 20<sup>th</sup> day of March, 2017.

---

Dena Himes, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

---

**Prepared by: Doug Herman, 200 E. 1<sup>st</sup> Street, Monticello, IA 52310 Ph. 319.465.3577**  
**Return to: Doug Herman, 200 E. 1<sup>st</sup> Street, Monticello, IA 52310 Ph. 319.465.3577**

**Storm Water Management  
& Permanent Easement Agreement**

**Re: Jerald J. and Sherry R. Behrends  
622 S. Main Street, Monticello, Iowa**

**Comes now**, the City of Monticello (City), and Jerald J. and Sherry R. Behrends (Behrends), and do hereby agree to the following Storm Water Management Agreement terms and conditions.

**Background:**

Behrends owns property generally describes as 622 S. Main Street, Monticello, Iowa on which is located an open storm water ditch, same having historically run through said property which was previously utilized as a railroad spur track in the community. Behrends and City generally agree to share the costs associated with enclosing the ditch, having a double walled 24" plastic pipe installed to carry the storm water flowing through said drainage ditch, and covering the pipe with dirt, bringing it to grade, with any and all current tile lines, sump pump lines, or other drainage lines from any adjacent properties to be tied into the new pipe.

**Terms of Storm Water Management Agreement:**

1. **Contractor:** Behrends shall be responsible for the hiring of a contractor to see to the installation of agreed upon improvements.
2. **Agreed Improvements and Maintenance responsibilities:** The parties agree to the following specifications in relation to the improvements.
  - a. A storm water pipe shall be installed the full length of the existing open ditch on Behrends property, same to be a 24" hdpe double walled pipe.

- b. The pipe shall be installed in a continuous fashion from one end of the open ditch to the other, connected to existing storm sewer pipe at each end of said drainage way.
- c. The lengths of pipe shall be tied to one another as directed by the Monticello PW Director. The PW Director and the Contractor shall coordinate with one another when this project is underway to ensure that the pipe is being installed in accordance with the desires of the PW Director.
- d. Existing aprons **shall** be removed as part of this project.
- e. The pipe shall be bedded on a minimum of 4" of 1" clean rock.
- f. Appropriate rock or rock chips shall be used during the installation around the pipe and up the "sides" of the pipe, with the grade of said rocks/chips burying or covering approximately three-fourths of the pipe diameter with the remaining one-quarter being exposed above the rock/ship line, to be covered with appropriate fill provided by the City.
- g. The contractor shall be required to connect any and all drain tiles, sump pump lines, or other storm water / run off piping found in the area of the ditch to the new pipe. (The Dental Office to the south of the Behrends property is known to have one sump pump pipe and potentially two or three drain tiles that drain to the drainage way.)
- h. The area above the pipe shall remain lower in grade than the grade near the Behrends and Dental Office buildings allowing water to flow naturally from those properties / buildings towards the area of the ditch.
- i. The Contractor shall install an at grade surface water intake near the east end of the ditch.
- j. Behrends shall be responsible to seed and maintain the area above the pipe upon project completion.
- k. The City agrees to accept responsibility for any and all future repairs to the pipe, whether related to pipe failure or other failure. In the event the City performs repairs to the storm sewer "pipe" through the Behrends property the City shall restore the property to the condition it was in prior to said work, including appropriate grading and seeding.
- l. City shall be responsible for any and all future maintenance and repair to catch basins at the east and west ends of this project.
- m. Behrends shall not construct or erect any permanent improvements over the pipe, between S. Maple Street and S. Main Street, or within 4' of the centerline of the pipe to the north or from the centerline of the pipe to the south property line of the Behrends property.

### 3. Initial Installation Cost Share:

- a. The City will pay for and/or provide the following:
  - i. 100% of the costs associated with improvements to catch basins, if any, along S. Maple Street and S. Main Street.
  - ii. Dirt in a quantity adequate to cover the pipe once it is installed.

- iii. The costs related to the connection of any tiles, drains, etc. from the “Dental” office to the pipe
- iv. The delivery of rock/chips as necessary to the job site utilizing City equipment and staff.
- v. 50% of other project costs, not including those noted in paragraphs “i” to “iv”, not to exceed \$7,600. (City Share of \$3,800)
- vi. 100% of project costs, not including those noted in paragraphs “i” to “iv” that exceed \$7,600.
- vii. NOTE: The City will be acquiring most if not all of the materials for this project. The City will pay for said materials, however, the material costs shall all be included as part of the “project costs” when calculating the parties respective shares of total project costs.

b. Behrends will pay for and/or provide the following:

- i. 50% of project costs, not including those set forth in paragraph (a)(i) to (a)(iv) immediately above hereto, not to exceed \$3,800
- ii. 100% of costs related to seeding/mulching/finishing of all disturbed areas sought to be seeded by Behrends.

4. Revitalization Loan: Behrends may, in their sole discretion, pay for their share of the project by way of a City of Monticello Revitalization Loan, sometimes referred to as the Downtown Revitalization Loan program. The terms of the note between Behrends and the City would be a loan, not to exceed \$3,800 at 0% interest over five (5) years. The first payment would be due in the month of July, 2017.

#### **Terms of Perpetual Storm Water Easement Agreement:**

1. Behrends does hereby grant City the permanent and perpetual right and easement to continue to pass existing storm water through the Behrends property, said storm water currently passing through the existing open ditch and to be passed through a 24” hdpe pipe to be installed as set forth previously herein, under the following terms and provisions.
  - a. City shall have the right to continue to allow current storm water to pass through the ditch/pipe to be installed but shall not be allowed to add new or additional storm water directly to said ditch/pipe. The City is not, however, prohibited from allowing any private property to be improved with homes, accessory buildings, driveways, or other improvements which may indirectly add additional water to the streets and/or ditch/pipe system, however, the City will not be permitted to tie in additional City storm sewers into the ditch / pipe system without first obtaining the agreement of Behrends or their successors and/or assigns.
  - b. The easement shall be sixteen feet (16’) in width, centered on the 24” storm sewer pipe and shall run the full east/west length of the following described property:

**All of the former Chicago, Milwaukee, St. Paul and Pacific Railroad Company's 50 foot wide property lying between Highway No. 151 and Maple Street, In Monticello, Jones County, Iowa, containing in the aggregate 7500 square feet more or less (being South of and adjoining Lot 9 Houser's Subdivision of Varvel's Outlot 2 to Monticello, Iowa)**

- c. Behrends, and all successors in interest shall be prohibited from building over the easement area and/or utilizing the easement area to pass and/or store heavy equipment that may damage the storm water pipe. In the event that future storm sewer related repairs are necessary, the property owner shall grant a temporary construction easement to the City or City Contractor, outside of the 16' permanent easement, if necessary to perform said repairs. The temporary construction easement shall be at no cost to the City and the City shall be responsible to return the property to the conditions that existed prior to the repair project.

**Administrative Provisions:**

1. The parties hereto, City and Behrends, agree that this agreement shall be recorded with the Jones County Recorder, at City cost, and shall be a permanent covenant to run with the property.
2. This Agreement may not be amended by either party without the written consent of the other party.
3. This Agreement shall inure to the benefit of and be binding upon the successors and assigns of the parties.
4. This Agreement shall be deemed to be a contract made under the laws of the State of Iowa and for all purposes shall be governed by and construed in accordance with laws of the State of Iowa.

City and Behrends have caused this Agreement to be signed, and the City's seal to be affixed, in their names and on their behalf by their duly authorized officers, all as of the date set out below.

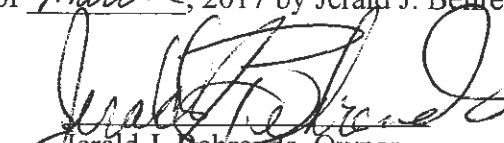
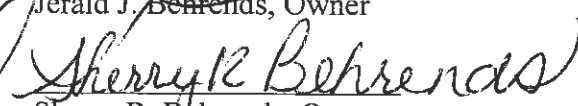
Subscribed and sworn to this \_\_\_\_ day of \_\_\_\_\_, 2017 by Dena Himes, Mayor, with the authority and approval of the City Council as set out within Resolution # \_\_\_\_\_.

\_\_\_\_\_  
Dena Himes, Mayor

\_\_\_\_\_  
Sally Hinrichsen, City Clerk



Subscribed and sworn to this 13<sup>th</sup> day of March, 2017 by Jerald J. Behrends and Sherry R. Behrends.

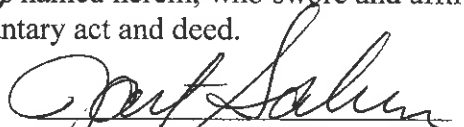
  
Jerald J. Behrends, Owner  
  
Sherry R. Behrends, Owner

State of Iowa            )  
                                  )§  
County of Jones        )

Subscribed and sworn to before me, the undersigned Notary Public, in and for the State of Iowa, on this \_\_\_\_\_ day of \_\_\_\_\_, 2017 by Dena Himes and Sally Hinrichsen, in their capacities as Mayor and City Clerk for the City of Monticello, known to me to be the identical persons named herein, who swore and affirmed that they executed same with the approval and consent of the Monticello City Council, and as an expression of their voluntary act and deed.

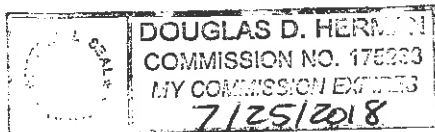
\_\_\_\_\_  
Notary Public, State of Iowa

Subscribed and sworn to before me, the undersigned Notary Public, in and for the State of Iowa, on this 13<sup>th</sup> day of March, 2017 by ~~Jerald J. Behrends~~ and Sherry R. Behrends, known to me to be the identical persons named herein, who swore and affirmed that ~~they~~<sup>she</sup> executed same as an expression of ~~their~~<sup>her</sup> voluntary act and deed.

  
Notary Public, State of Iowa



Subscribed and sworn to before me, the undersigned Notary Public, in and for the State of Iowa, on this 13<sup>th</sup> day of March, 2017 by Jerald J. Behrends, known to me to be the identical persons named herein, who swore and affirmed that he executed same as an expression of his voluntary act and deed.



  
Notary Public, State of Iowa

City Council Meeting  
Prep. Date: 03/15/17  
Preparer: Doug Herman



Agenda Item: # 11  
Agenda Date: 03/20/17

### *Communication Page*

**Agenda Items Description:** Resolution to approve storm water cost share agreement between Theisen's Inc. and the City of Monticello. I have not made changes to this C. Page since last meeting. Brant continues to work with Theisen's and there may or may not be updates to consider at the meeting.

**Type of Action Requested:** Motion; **Resolution**; Ordinance; Report; Public Hearing; Closed Session

**Attachments & Enclosures:**

Application with explanatory documents

Proposed Resolution

**Fiscal Impact:**

Budget Line Item:

Budget Summary:

Expenditure:

Revenue:

Storm Water Fund

\$3,000

**Synopsis:** Theisen's proposes a storm water cost share related to water problem behind their building including modifications to City Curb and gutter along S. Maple Street

**Background Information:** The purpose of the project is to improve drainage behind and between Theisen's and adjacent Apartment building, as current drainage causes leakage into Theisen's building and appears to be damaging rear wall. Total project cost estimated at \$15,898, of which \$6,000 is associated with curb and gutter removal along with the installation of an 8" tube under the curb to the catch basin on 1<sup>st</sup> Street. Theisen's has requested a 50% cost share of the \$6,000 related to the city curb/gutter removal and tiling portion of the project.

The application suggests that some of the water being managed comes from the Library and Library Lot. I am not sure this is true, however, need to inspect it before reaching a conclusion on that point.

**Staff Recommendation:** City Administrator recommends that Council consider the request submitted by Theisen's for a cost share in the amount of \$3,000 from the Storm Water Management fund. *(Brant is exploring other options with Theisen's that may or may not be ready for discussion at tonight's meeting.)*

# THE CITY OF MONTICELLO, IOWA

## RESOLUTION #17-\_\_

**To approve proposed storm water cost share agreement between  
The City of Monticello and Theisen's Inc.**

**IN THE NAME AND BY THE AUTHORITY OF THE CITY OF MONTICELLO, IOWA**

**WHEREAS**, The City of Monticello Code of Ordinances provides for a storm water cost share when the proposed project is deemed by the City to be in the best interests of the City, and

**WHEREAS**, Theisen's Inc. has submitted an Application for a Storm Water Cost Share related to a project with a total cost of approximately \$16,000, requesting a cost share in the amount of \$3,000, and

**WHEREAS**, The Council finds that a \$3,000 investment in the proposed project is appropriate and in the best interests of the community, in that the project will help to preserve a downtown building and will divert rainwater from running over the sidewalk where ice could form to a tube/tile under the sidewalk and curb and gutter directly to the storm water catch basin on 1<sup>st</sup> Street, and

**WHEREAS**, The Council directs the City Administrator to create a written agreement between the parties to set forth the agreed upon City obligation along with an agreed upon project scope.

**NOW THEREFORE BE IT RESOLVED** by the City of Monticello, through its' City Council, in session this 6<sup>th</sup> day of March, 2017 that the proposed Storm Water Cost Share Agreement between the City of Monticello and Theisen's Inc. is hereby approved, directs the City Administrator to put together a written agreement setting forth the obligations of both the City and Theisen's, Inc. and thereafter authorizes the Mayor to execute same on behalf of the City Council.

**IN TESTIMONY WHEREOF**, I have hereunto subscribed my name and caused the Great Seal for the City of Monticello, Iowa to be affixed. Done this 20<sup>th</sup> day of March, 2017.

---

Dena Himes, Mayor

*Attest:*

---

Sally Hinrichsen, City Clerk

**CITY OF MONTICELLO**  
**APPLICATION FOR STORMWATER DRAINAGE UTILITY FUNDS**

---

**DATE OF APPLICATION:** 2/23/17

**APPLICATION SUBMITTED BY:** Theisen's Inc  
6201 Chavenelle Road  
Dubuque, IA 52002

**ADDRESS OF AFFECTED PROPERTY:** Theisen's of Monticello  
232 East First St  
Monticello, IA 52310

**APPLICATION RECEIVED BY:** \_\_\_\_\_

**DATE OF RECEIPT:** \_\_\_\_\_

**ATTACHMENTS:** Email  
\_\_\_\_\_  
\_\_\_\_\_

**WHERE NECESSARY ATTACH ADDITIONAL PAGES WITH FURTHER  
EXPLANATION**

---

**1. Summary Description of Overall Project:** (Attach Plat/Site Plan or other legible drawing).  
To properly remove storm water behind the Theisen's store, partially from the library and the parking lot  
behind our store which is owned by Tony Kraus for his apartments. Currently the existing retention wall  
is getting water behind it and deteriorating the wall and the rear of Theisen's store. During heavy rains  
we actually get water into the store.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Summary Description of Storm Water Management Component of Project:**  
(Attach Plat/Site Plan or other legible drawing if not covered above).  
See attachment. Accent will create an upper catch basin at the top of the wall in the corner of the parking lot.  
It will flow down into another lower catch basin at the street curb. We will remove curb and gutter  
along South Maple St to place an 8" tube for about 98' to tie into the stormwater along 1st St.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Summary Description of benefit(s) of project to City and/or others:**

(Please provide specific detail of storm water management benefits, if any, in addition to other perceived benefits such as aesthetics, safety, standing water concerns/etc.)

To properly remove stormwater for 3 property owners into the city stormwater system without running it onto the street and curb.

**4. Explanation of total cost of Storm Water Management component of project:**

(Please attach written cost estimate(s) specifically describing work to be performed and cost associated with each specific component of project for which matching funds are sought)

Total project is estimated at approximately \$15,898 of which the City's part is estimated at \$6000.

See email from Nick Kremer dated 11/28/16 which was estimated by Rob @ Accent

**5. Specific Monetary Request and Argument in support thereof:**

\$3000 see attached estimate from Rob with Accent

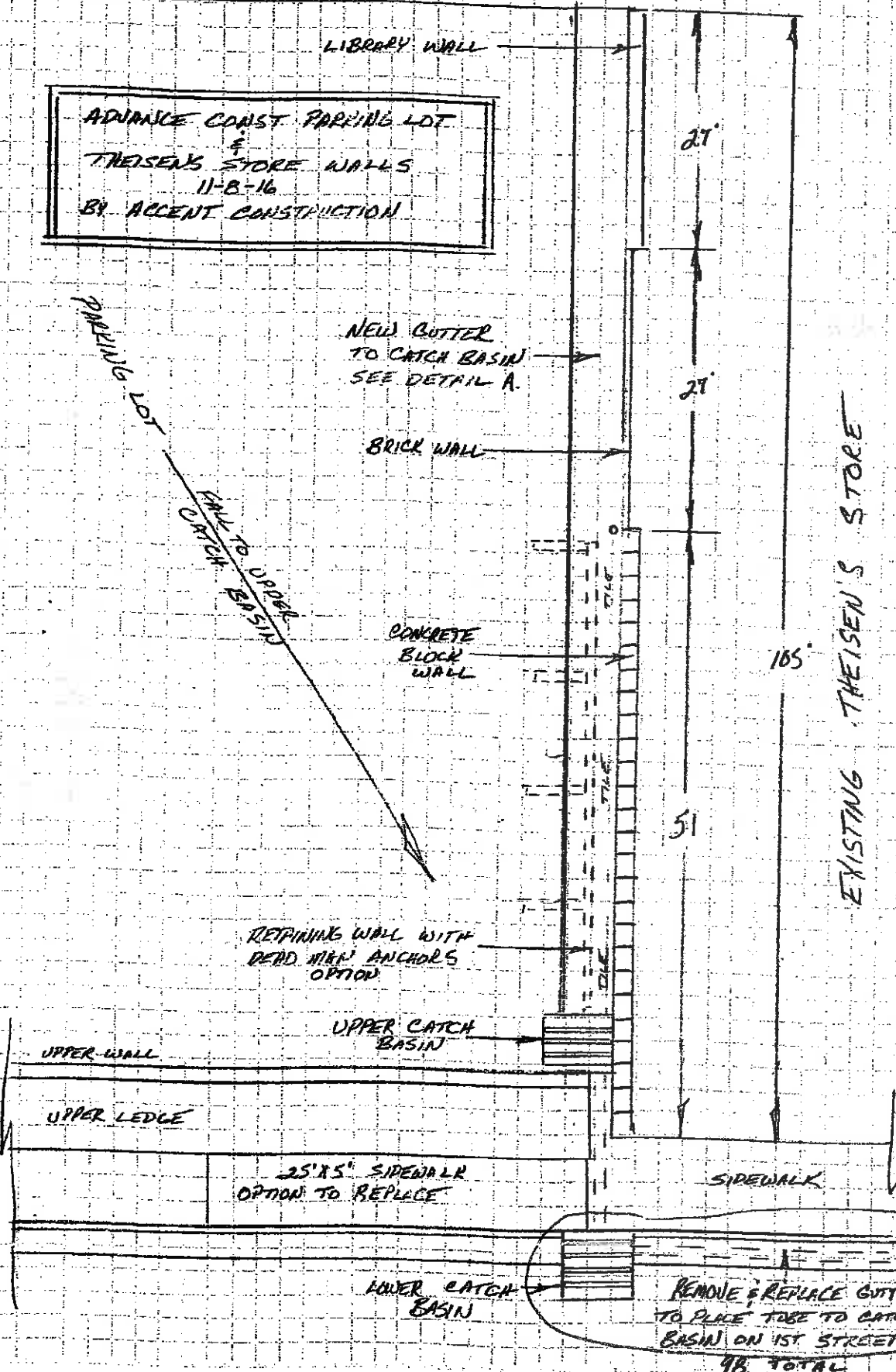
Signed and dated this 23 day of February, 2017.

Chris Theisen

Chris Theisen

(Please Print Name Here)

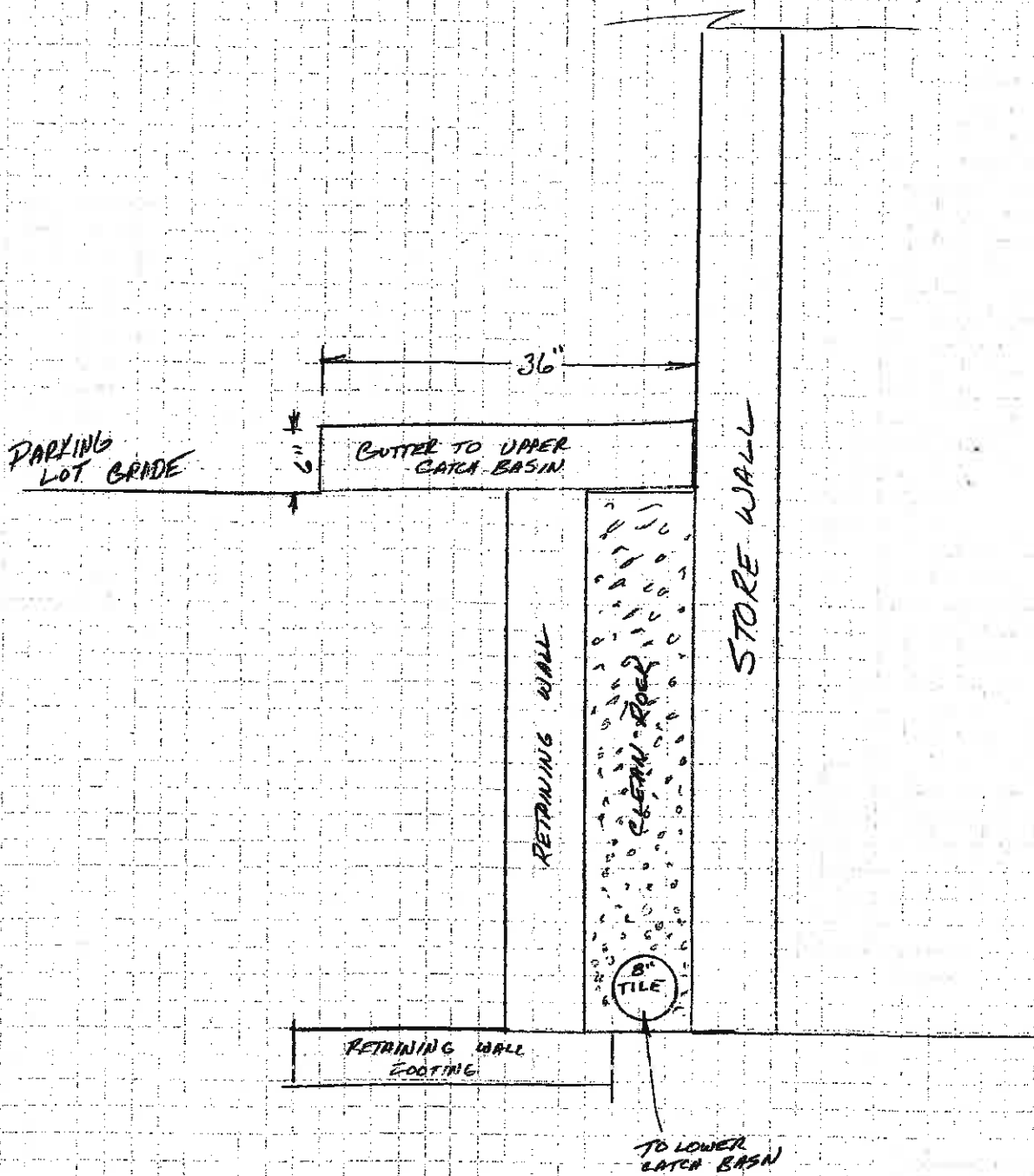
ADVANCE CONST. PARKING LOT  
&  
THEISEN'S STORE WALLS  
11-8-16  
BY ACCENT CONSTRUCTION



\*

THIS WOULD BE THE PART ON CITY  
PROPERTY & TOTAL FOR THIS WOULD BE  
APPROX 5000.00 AD 7000.00 FOR THE 1ST

ADVANCE CONSTRUCTION  
THEISEN'S  
DETAIL A 11-8-16





## 05-monticello

---

**From:** Nick Kremer <accent3244@gmail.com>  
**Sent:** Monday, November 28, 2016 12:34 PM  
**To:** Chris Theisen  
**Subject:** South Wall @ Thiesens Store , Monticello

Sorry I didn't get back to you sooner but here are the figures you wanted .  
The part of the project that is on the City's property is about \$6000 so you each (Theisen & City)  
would be responsible for about \$3000 ,but remember this is only an estimate  
it's hard to tell whats under their curb & gutter .

Thanks

Rob @ Accent Const .

**CITY OF MONTICELLO ATTACHMENT TO STORMWATER DRAINAGE UTILITY  
APPLICATION FOR MATCHING FUNDS**

---

**1. Controlling Monticello Code of Ordinances Section**

**100.07 USE OF GENERATED REVENUES.** The City shall hold all funds generated from the enactment of this Ordinance in one fund to be used for the construction and/or maintenance of Municipal Storm Water management systems and/or as matching funds for Storm water management projects within the community, subject to the following.

- (1) The City shall have an Application available for interested persons/entities to apply for matching funds from the Storm Water revenues.
- (2) All applications shall be considered by the Council for approval by Resolution of the Council.
- (3) Matching funds shall not exceed 50% of the Storm Water management component of any proposed project.
- (4) The City, at its' discretion, may require that the Applicant for matching funds enter into a Contract with the City upon the Council's approval of their request for matching funds, setting forth the parties' rights and obligations in regard to the matching funds and Storm Water management project.

**2. Other Mandatory Conditions of Matching Grant:**

- a) Matching Funds will not be paid for in-kind labor of property owner. This does not prohibit the payment of matching funds to contractor or entity to which Owner is affiliated, however, City may demand second estimate in that situation. The City may choose to allow a review by the City Engineer in lieu of requiring a second estimate on the reasonableness and/or appropriateness of any Cost estimate.
- b) The City will pay their agreed upon share of the project share only after completion of the project, and review and approval of the project by the City Administrator or the City Engineer or the City Council, or some combination of the above, to ensure that the project was completed to specifications and that the project as completed will perform as stated and described by the Application and any attachments or subsequently provided documents by Owner to City in support of said Application.
- c) Owner acknowledges that it may take up to sixty (60) days to receive payment from the City from project completion to final City approval, depending on the size of the project, City investment in the project, and final review required.

- d) Owner further acknowledges that any substantial deviation from the project specifications which is found, in the sole discretion of the City, to substantially alter the project and/or the perceived or actual overall benefits of the project may reduce or eliminate the matching grant.
- e) The City may require the delivery of a Lien Waiver(s) from any contractor involved in the project prior to making payment of the grant to Owner. However, Owner acknowledges that City is in no capacity hiring any contractor related to project, that decision being the sole decision of the Owner. Actual payment of the Grant proceeds will, under normal circumstances, be paid to the Owner.

This Attachment must be signed by the Property Owner and all Contractors involved in the Storm water Management component of the project before submission to the Monticello City Council for approval.

By signing this document, we each acknowledge our complete review and understanding of the above and foregoing terms and conditions.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Contractor

**City Council Meeting**  
**Prep. Date:** 03/15/17  
**Preparer:** Doug Herman



**Agenda Item:** Reports  
**Agenda Date:** 03/20/2017

***Communication Page***

**Agenda Items Description:** Misc. Reports

**Type of Action Requested:** Motion; Resolution; Ordinance; **Reports**; Public Hearing; Closed Session

**Attachments & Enclosures:**

No Parking Aerial  
Yield Sign Aerial  
Alleyway Aerial

**Fiscal Impact:**

Budget Line Item:  
Budget Summary:  
Expenditure:  
Revenue:

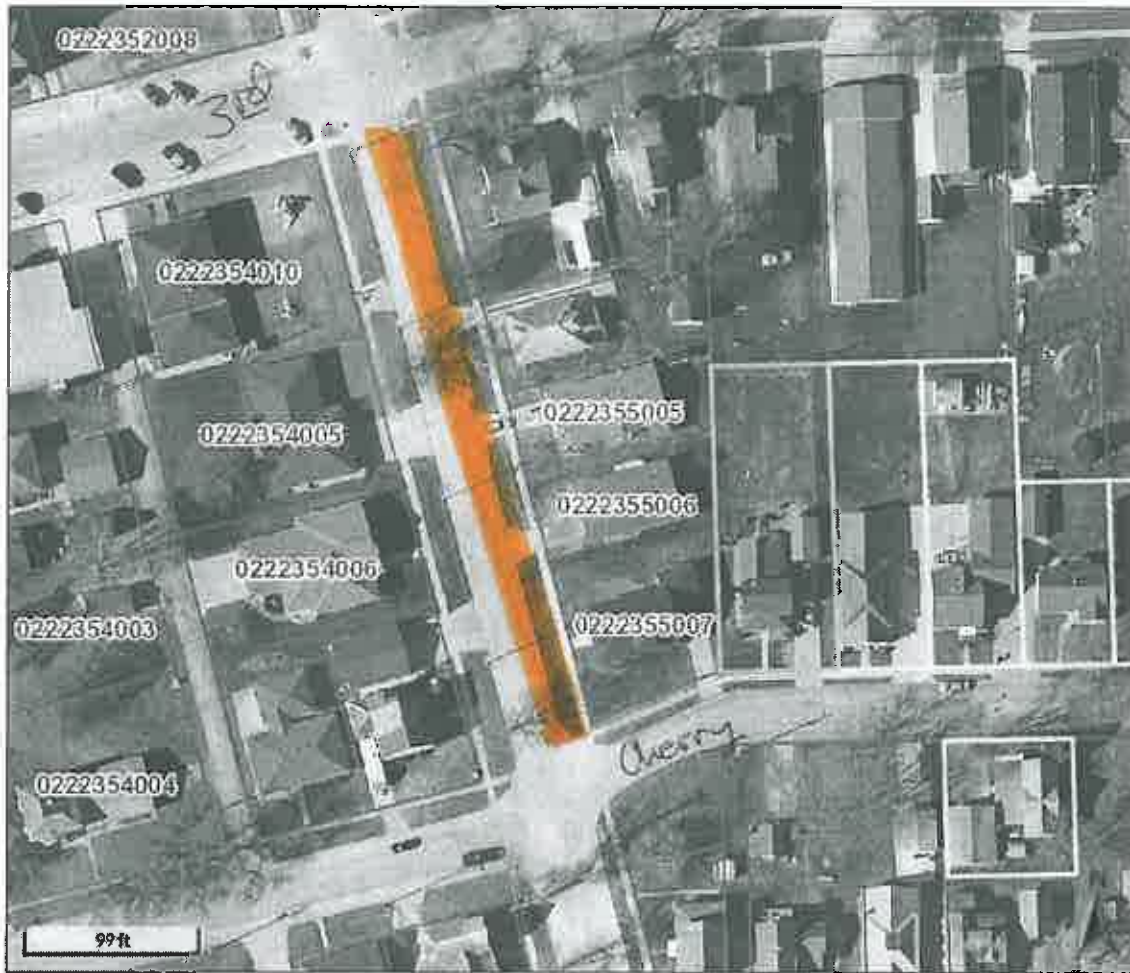
- Board Openings: Tree Board – One Opening
- Randy Steiner Variance Approval. Council may request that Board of Adjustment reconsider the granting of a Variance to Randy Steiner. (Variance related to lack of street frontage for proposed building lot located on a private drive/easement) Will provide more detail at meeting.
- Proposed No Parking area. A resident approached me in regard to a suggestion that parking be limited on the east side of N. Maple between Cherry and 3<sup>rd</sup>. (See attached aerial.) The resident does not live on this street but travels it.
- Proposed Yield Signs (Discuss Yield Sign / Stop Sign placement) The attached aerial discloses the intersection of N. Chestnut and W. 2<sup>nd</sup> Street. The Police Chief recommends the installation of yield signs as noted. He will also discuss other intersections that either have yield/stop signs that may not need them or do not have any signage where signage may be appropriate. He may also discuss the creation of a policy or set of standards to direct which intersections should be “controlled” by signage in some fashion.
- Review Alleyway Issues (Parking in ROW, Fence in ROW, One-Way suggestion) Complaints have been received related to two vehicles that belong to the home located at 205 Varvel Street that park with regularity at least partially within the alleyway right-of-way adjacent to said property. It does appear that this parking is occurring, however, there is potential debate in regard to whether or not this is a problem and we are looking for Council input. Similarly, there has also been a continuing complaint related to a fence installed by Dave Lumpa along the same rear alleyway, said fence being installed without a permit and off of the property line within the alleyway right-of-way. Council was made aware of the fence issue a couple years back, however, no

action was taken. What do you recommend or desire to be done with the fence? Finally, it was suggested that the alleyway be made one-way, from the north to the south, to limit alleged heavy traffic from the south after school lets out as I understand. There was an additional suggestion that the alleyway be "gated" on the south.

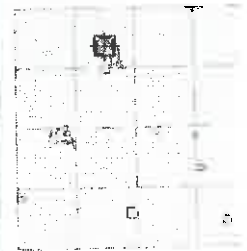
- Review Dave Lumpa property. The Council directed Dave Lumpa to either make his home addition compliant with the City Code or to seek and obtain a variance to the City Code. (Per Council Minutes from December 19, 2016, see paragraph from minutes below hereto.) To date Dave has not taken any steps to remove the portion of the structure that was not permitted and which is in violation of the City Code. Also, Dave's rear yard is alleged to have become a building materials storage yard. I say "alleged" as I have not seen it, but he needs to be informed that the materials are to either be used (legally) on the project or removed from the property. Based upon the prior directives of the Council my plan will be to contact Dave one more time and then to proceed with legal action related to his failure to comply with the building permit process, to have built in violation of setback requirements, seeking penalties and the removal of the portion of the structure that violates the code.

#### **December 19, 2016 Council Minutes:**

Dave Lumpa, 410 South Linden Street, addressed the Council regarding his construction project and the portion that was not consistent with the building permit her was issued. LaGrange reviewed the construction that was completed, after being told to stop construction and in violation of the City Code. Himes stated Lumpa built more than the building permit allowed and then was advised to stop and to apply for a variance. Yeoman stated Herman sent Lumpa a letter and variance form, advising that Lumpa to stop construction and to file for a variance. If variance is approved, Lumpa would be allowed to keep what was built and if not, it would need to be removed. Wolken advised Lumpa that he would need to prove a hardship to be granted the variance. Consensus of the Council was to allow Lumpa until end of January to file for a variance or remove construction.



**Overview**



**Legend**

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0222355013	<b>Alternate ID</b>	138200	<b>Owner Address</b>	KREMER, NICHOLAS R
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		309 E CHERRY ST
<b>Property Address</b>	309 E CHERRY ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	TURCKS ADDS 1/2 LOT 10				
	(Note: Not to be used on legal documents)				

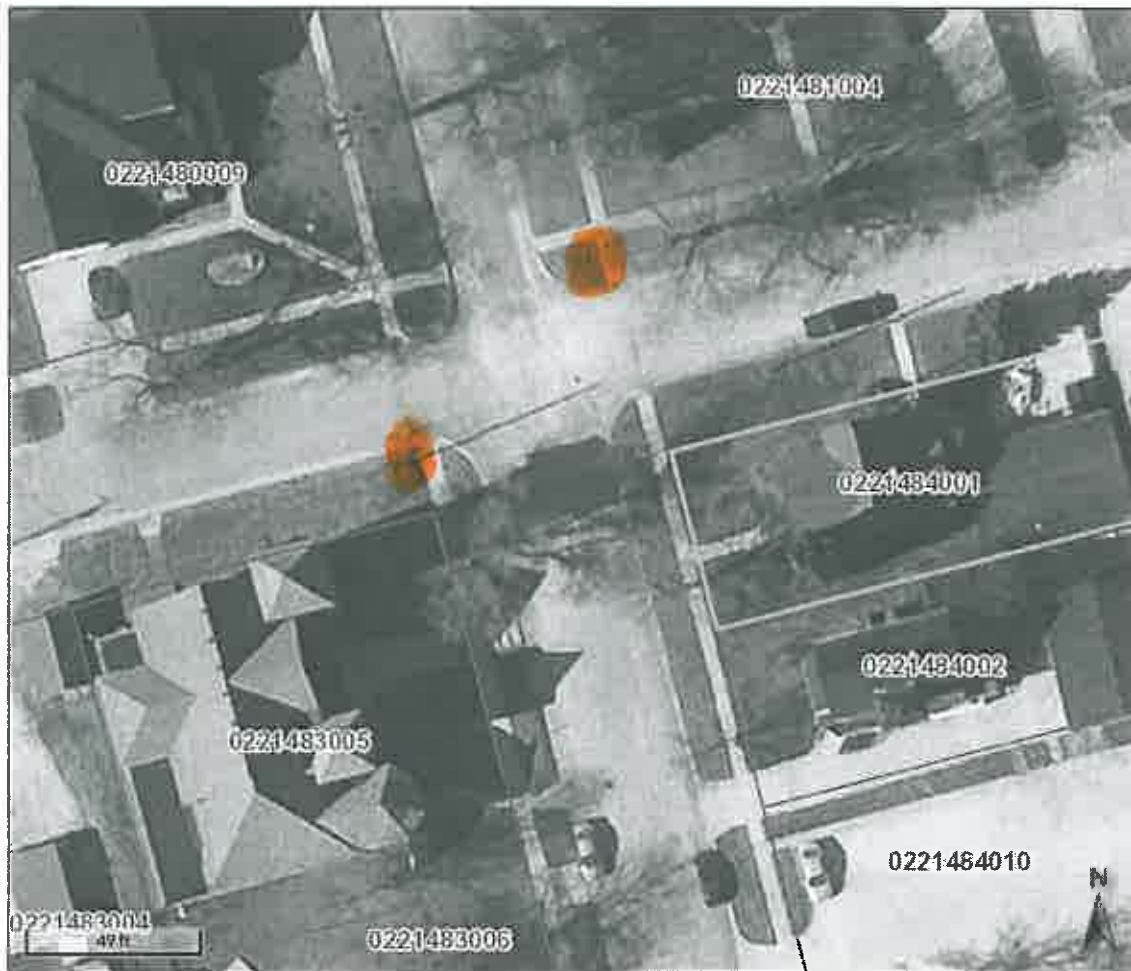
THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/13/2017  
Last Data Uploaded: 3/9/2017 7:32:43 PM

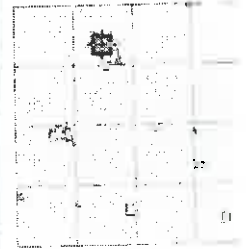
 Developed by  
The Schneider Corporation



= Proposed No parking area  
on N. Maple, between  
Cherry + 3rd (E side)



#### Overview



#### Legend

-  Parcels
-  Cartography
-  Major Roads

<b>Parcel ID</b>	0221484001	<b>Alternate ID</b>	000200	<b>Owner Address</b>	LAMBERT, MICHAEL J & AUDREY A
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		120 N CHESTNUT ST
<b>Property Address</b>	120 N CHESTNUT ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310-1421
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	R.R. ADD LOT 433				
	(Note: Not to be used on legal documents)				

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/13/2017  
Last Data Uploaded: 3/9/2017 7:32:43 PM

 Developed by  
The Schneider Corporation

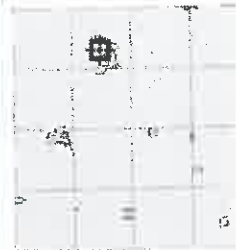
 - Proposed  
Yield



*Cons parked  
1/2 into Alleyway Row*



**Overview**



**Legend**

- Parcels
- Cartography
- Major Roads

*Fence installed  
w/in ROW w/out  
Permit a #  
of years ago*

<b>Parcel ID</b>	0221484001	<b>Alternate ID</b>	000200	<b>Owner Address</b>	LAMBERT, MICHAEL J & AUDREY A
<b>Sec/Twp/Rng</b>	n/a	<b>Class</b>	R		120 N CHESTNUT ST
<b>Property Address</b>	120 N CHESTNUT ST	<b>Acreage</b>	n/a		MONTICELLO IA 52310-1421
	MONTICELLO				
<b>District</b>	MONCO				
<b>Brief Tax Description</b>	R.R. ADD LOT 433				
	(Note: Not to be used on legal documents)				

*"One Way"  
Proposed "Do Not Enter"  
Signage*

THIS MAP DOES NOT REPRESENT A SURVEY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA DELINEATED HEREIN, EITHER EXPRESSED OR IMPLIED BY JONES COUNTY OR ITS EMPLOYEES. THIS MAP IS COMPILED FROM OFFICIAL RECORDS, INCLUDING PLATS, SURVEYS, RECORDED DEEDS, AND CONTRACTS, AND ONLY CONTAINS INFORMATION REQUIRED FOR LOCAL GOVERNMENT PURPOSES. SEE THE RECORDED DOCUMENTS FOR MORE DETAILED LEGAL INFORMATION.

Date created: 3/13/2017  
Last Data Uploaded: 3/9/2017 7:32:43 PM